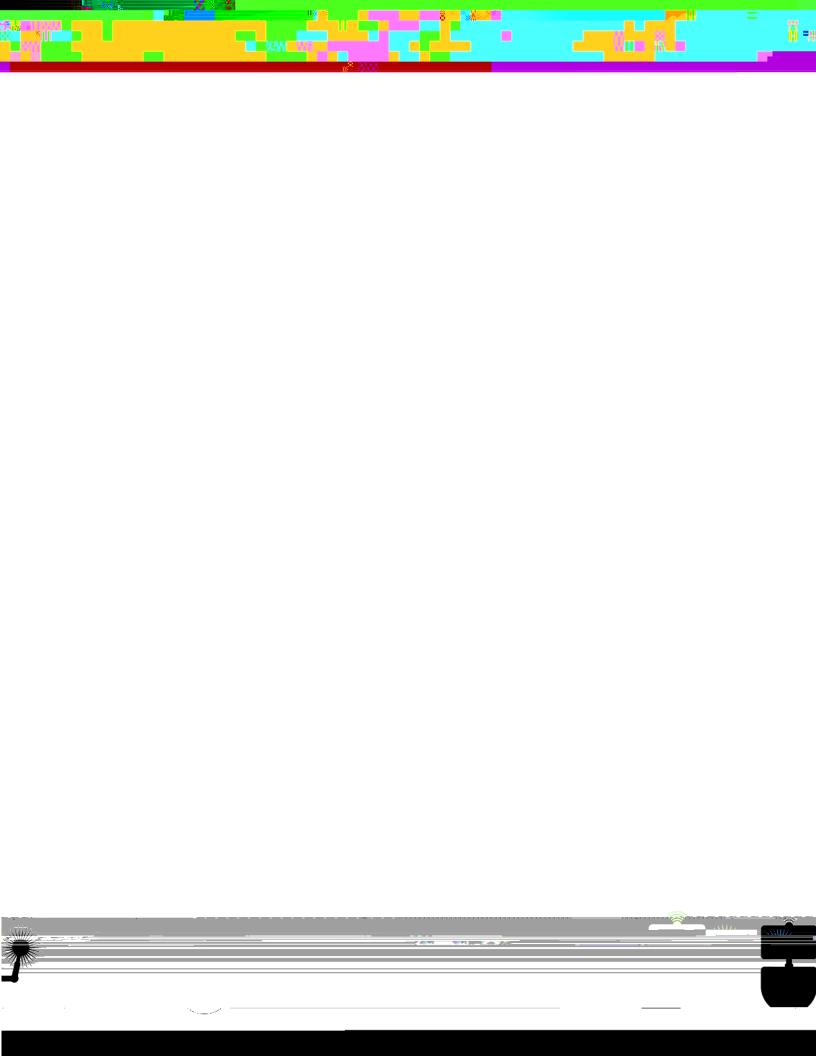
Employee Self Service - Manage Personal Information

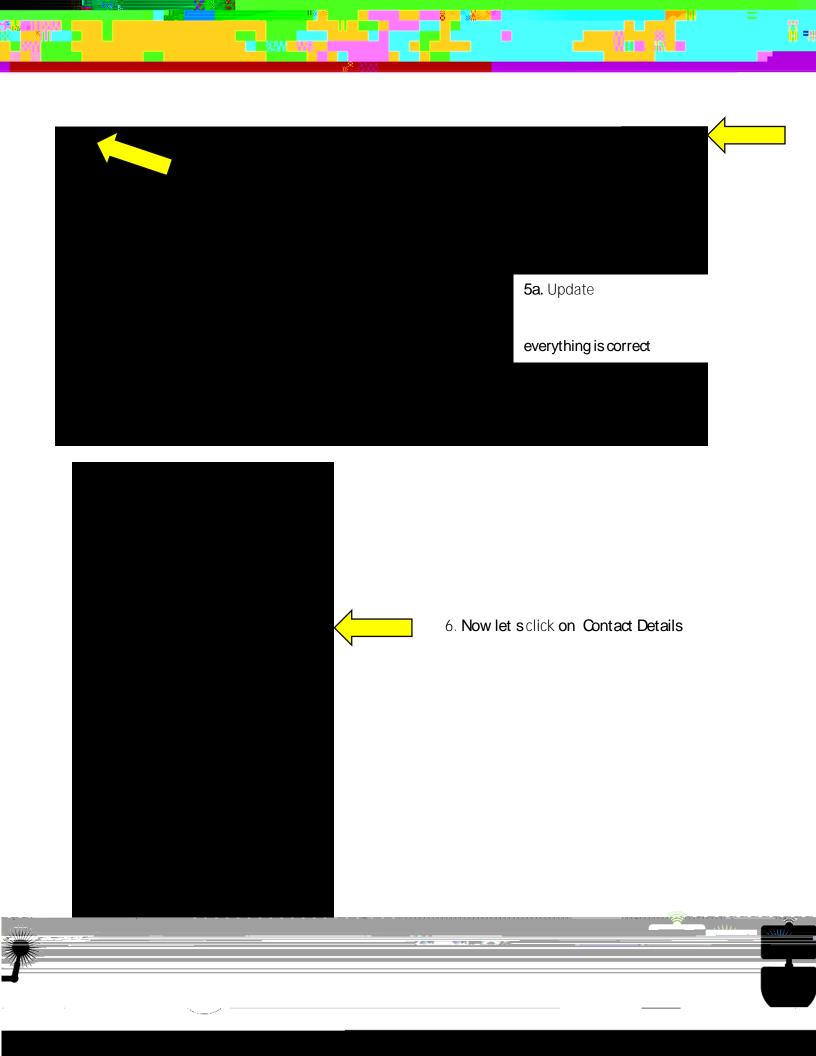
Purpose: Use the Personal Details tile to view and update personal information such as addresses, phone numbers, and emergency contacts in ctcLink.

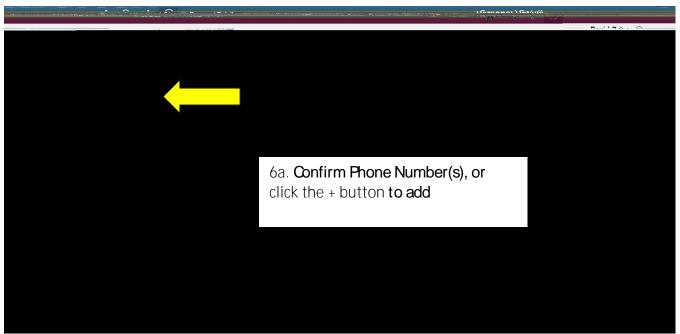
Audience: All Faculty and Staff.

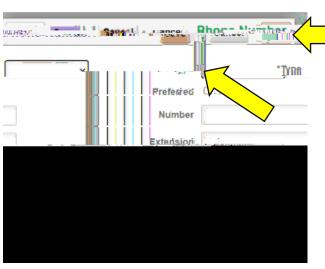
Directions







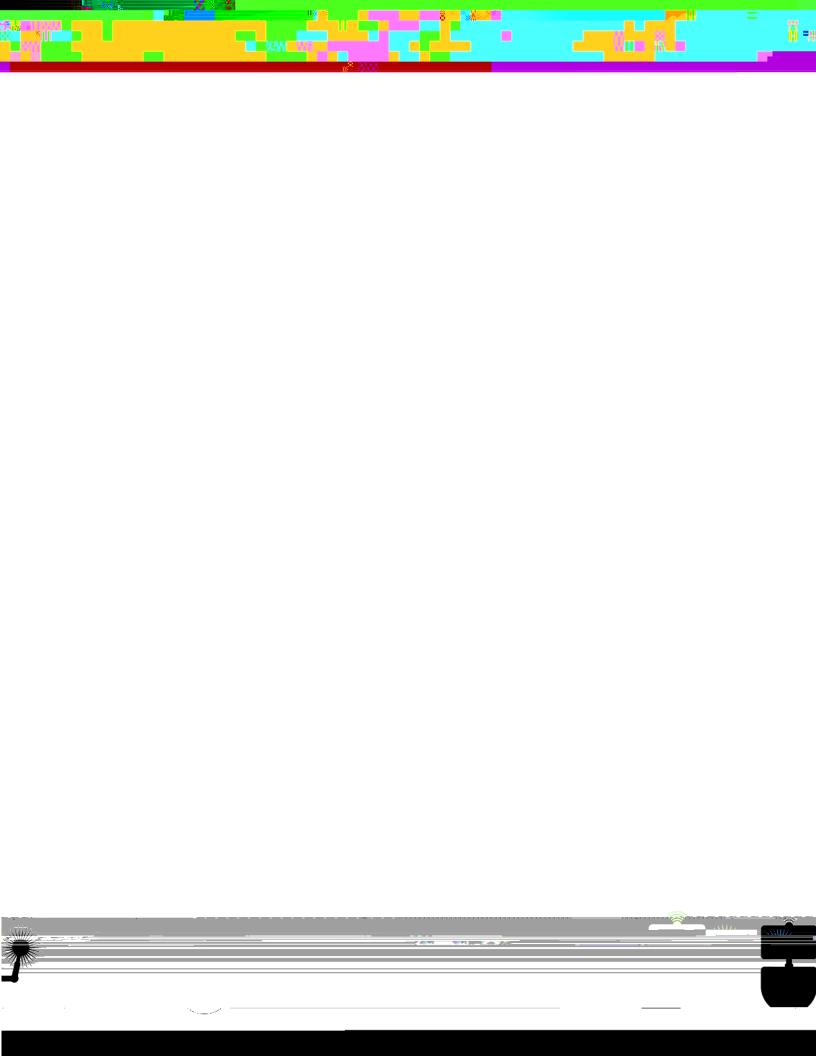




6b. When you click on + button to add a phone number, a new dialogue box appears, add the new phone number, click *Type dropdown arrow. When

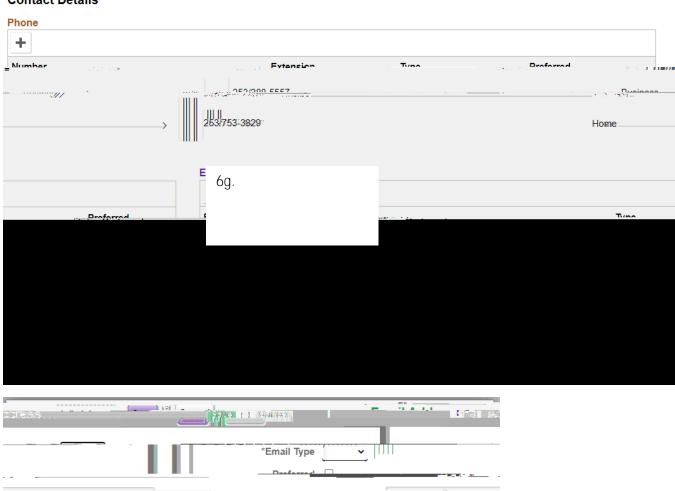
'Save'



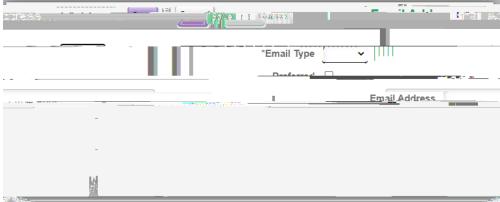


6e. It is VERY IMPORTANT **that your** <u>Preferred</u> **email be your** @greenriver.edu **email address**

Contact Details

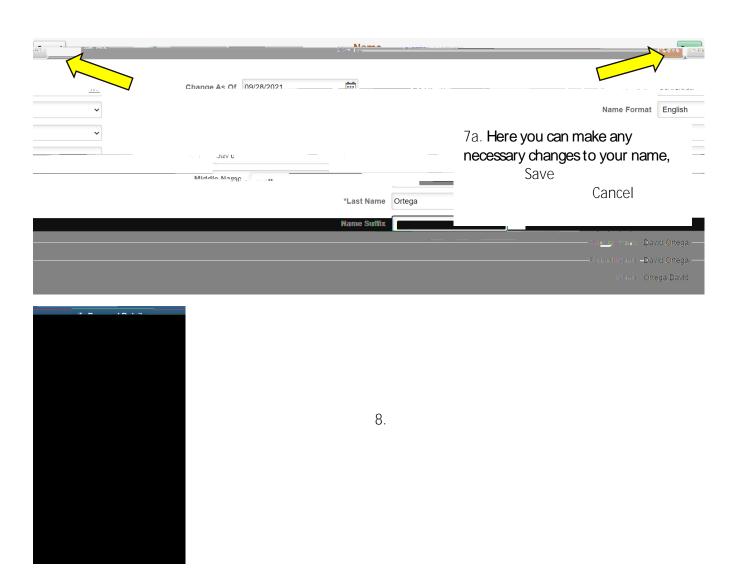


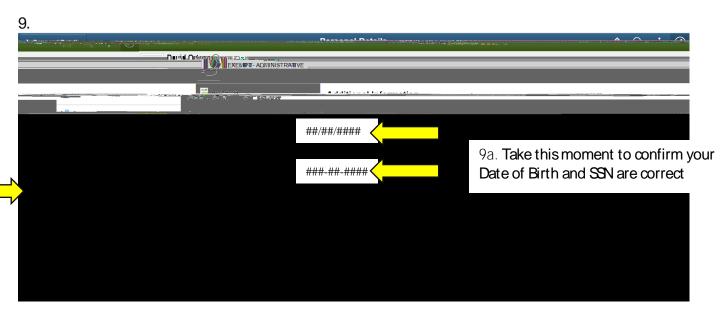
8 =



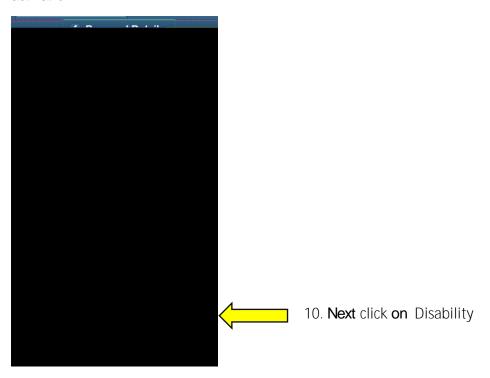


7. Name > to the right of your name

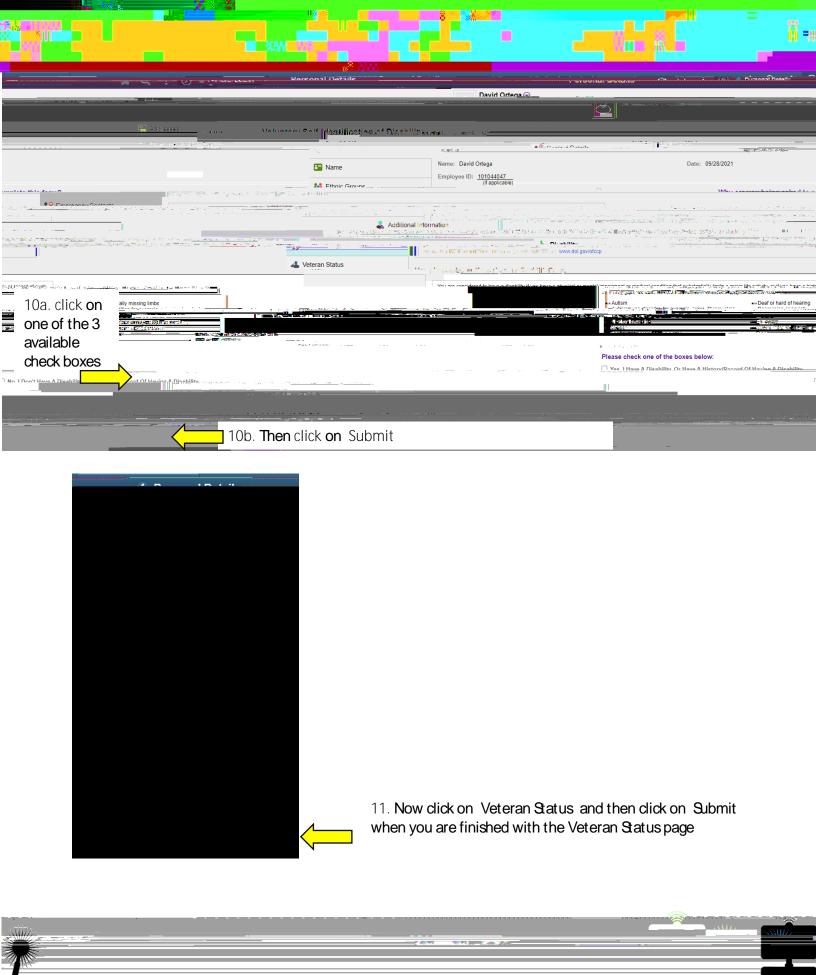




9b. If you notice any problems with your information, please wait until after October 25, 2021 to contact Human Resources due to the amount of system checks being performed after the October 11, 2021 Go-Live activation







12. When you have completed this verification process, dick