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University of Connecticut

Enter or Change Personal Information

Overview Self-service users can view and update their personal information at any time via self-service pages in Core-CT.

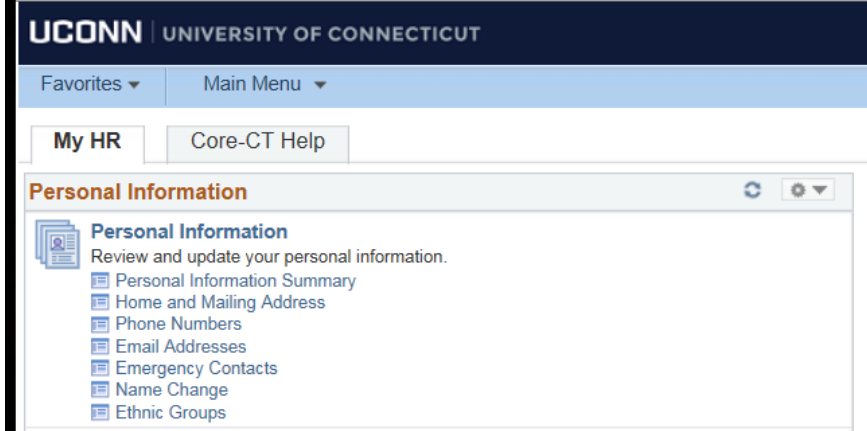
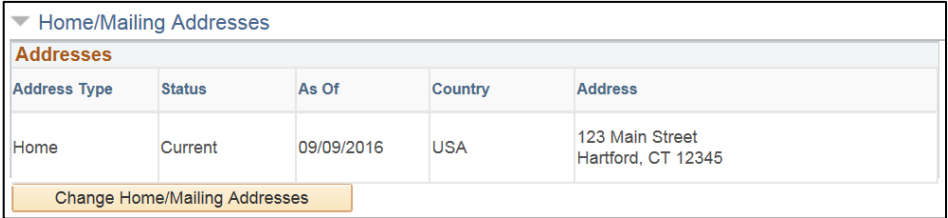
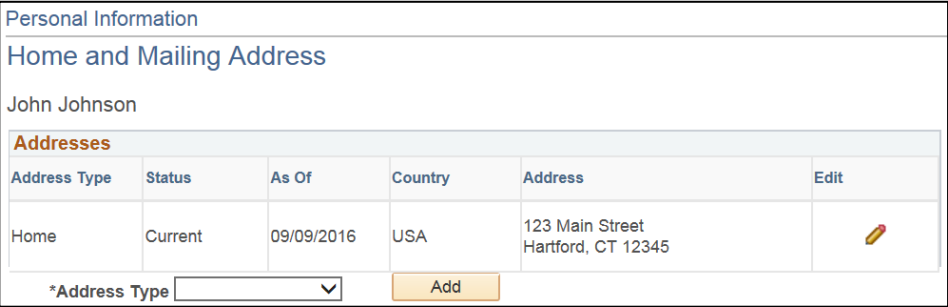
Note: Currently, **Business Phone (published)** and **Veteran/Military Status** are being maintained centrally by Human Resources. Please notify HR of any changes needed at hr@uconn.edu.

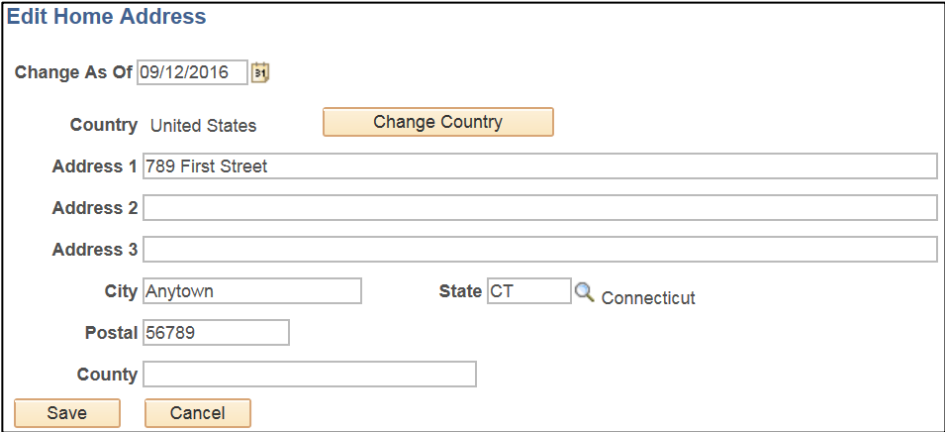
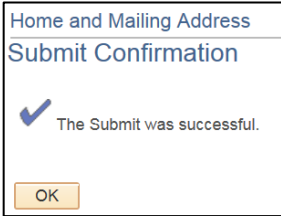
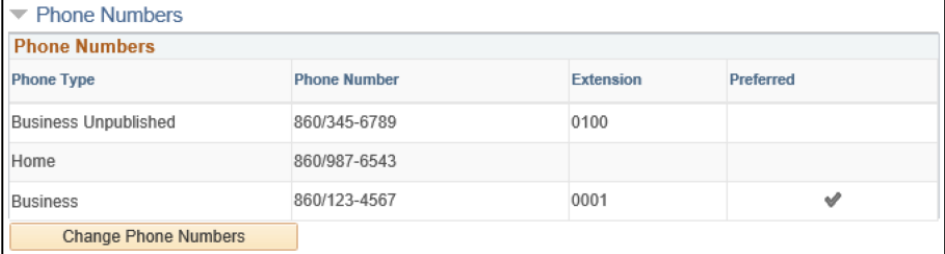
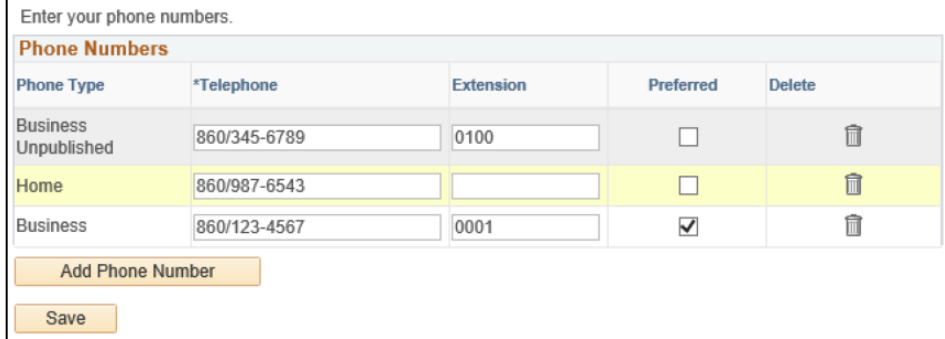
Personal information employees can maintain via self-service pages in Core-CT includes:

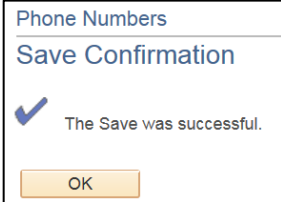

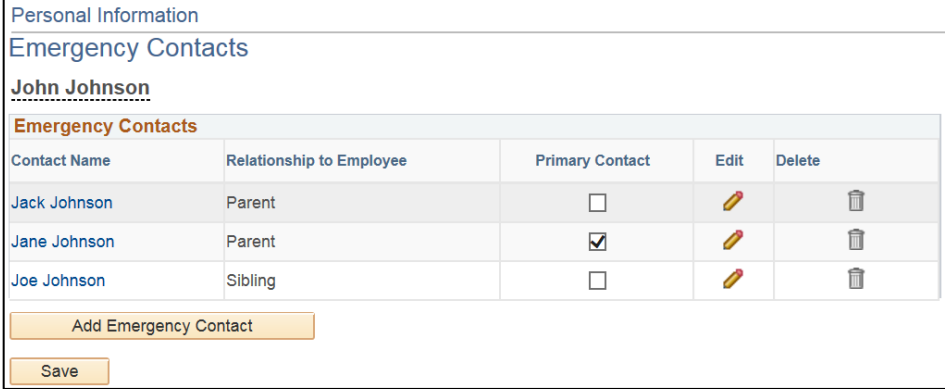
- Home/Mailing Addresses (*page 2*)
- Phone Numbers (*page 3*)
- Emergency Contacts (*page 4*)
- Email Addresses (*page 5*)
- Voluntary Self-Identification of Disability (*page 6*)
- Disclosing Ethnicity (*page 7*)
- School and Degree Information (*page 8*)



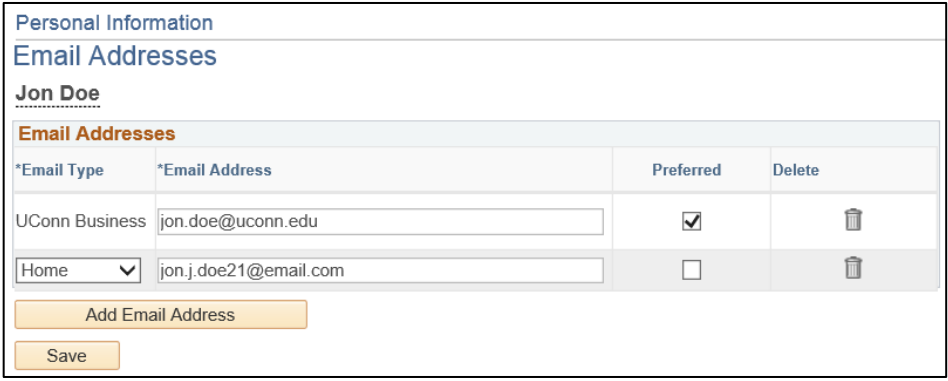
Use this job aid to help update your personal data.

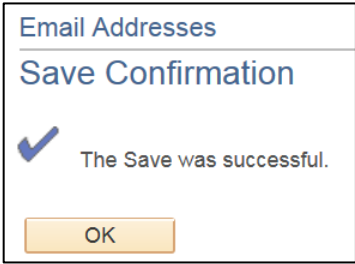

Process Steps

Step	Action	Screenshot
1	<p>From the UConn Portal Employee initial login screen, the fastest way to navigate is to select the change type you desire from the Personal Information list below:</p> <p>From anywhere in Core-CT, you may also navigate using the following: Main Menu > Core-CT HRMS > Self Service > Personal Information > Personal Information Summary</p>	
Update Home and/or Mailing Address		
2	<p>On the Personal Information Summary page, click Change Home/Mailing Addresses under the Home/Mailing Addresses section.</p>	
3	<p>On the Personal Information: Home and Mailing Address page, click the pencil icon to edit your current address.</p>	

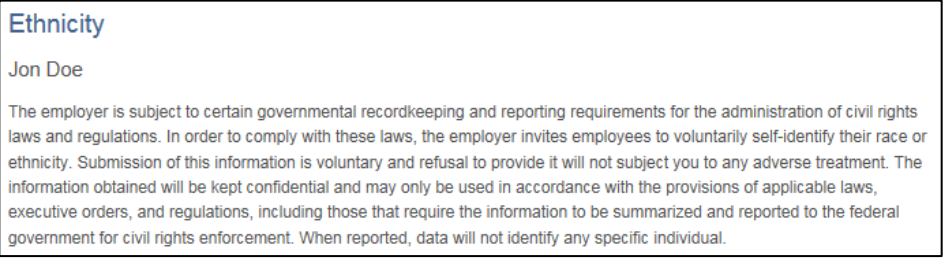

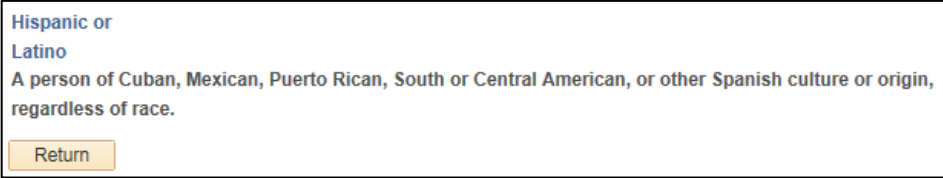
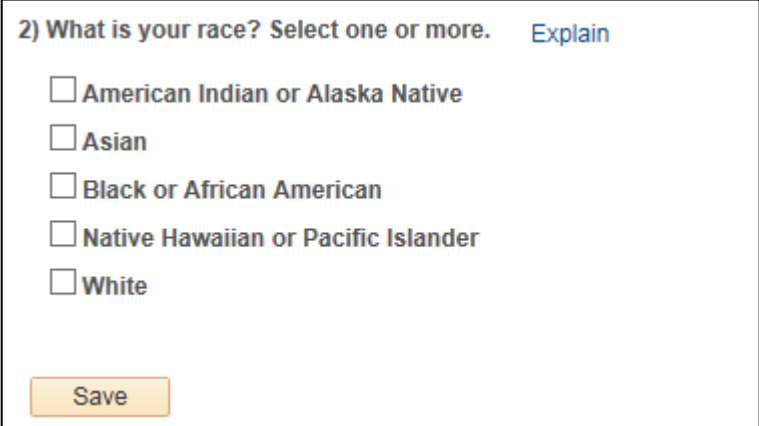
Step	Action	Screenshot
4	On the Edit Home Address page, update your current address. Then click Save .	
5	The updates to your address are complete. Click OK to return.	
Update Phone Numbers		
6	On the Personal Information Summary page, click Change Phone Numbers under the Phone Numbers section.	
7	<p>On the Personal Information: Phone Numbers page, update the phone numbers.</p> <ul style="list-style-type: none"> The Phone Types for “Business Phone” and “Business Unpublished Phone” are both used at the University. The Business Phone number is published in the UConn phone book. The Business Unpublished Phone number can be a private desk line that is not included in the phone book. 	

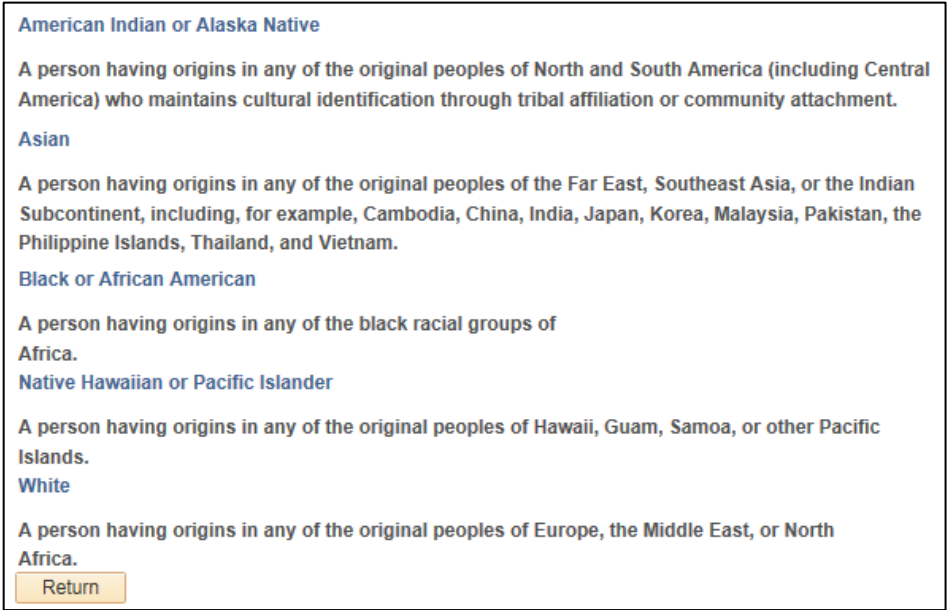
Step	Action	Screenshot
	<ul style="list-style-type: none"> Since the system requires one Preferred phone number, please select your preferred phone number of choice. To add additional numbers, click Add Phone Number. Click the trash can icon to delete a phone number. <p>When the desired phone number(s) has been updated, click Save.</p>	
8	<p>The updates to your phone numbers are complete. Click OK to return.</p>	 <p>A dialog box titled "Phone Numbers" with a subtitle "Save Confirmation". It contains a blue checkmark icon and the text "The Save was successful." Below this is an orange "OK" button.</p>
Update Emergency Contacts		
9	<p>On the Personal Information Summary page, click Change Emergency Contacts under the Emergency Contacts section.</p>	 <p>A summary table for "Emergency Contacts" with columns: Name, Relationship to Employee, and Telephone. It lists Jack Johnson (Parent) and Jane Johnson (Parent). Below the table is an orange "Change Emergency Contacts" button.</p>
10	<p>On the Personal Information: Emergency Contacts page, update the contacts accordingly.</p> <ul style="list-style-type: none"> Select a Primary Contact. There can only be one primary contact. To edit a contact, click the pencil icon to update the information. To add additional emergency contacts, click Add Emergency Contact. 	 <p>The "Emergency Contacts" edit page for John Johnson. It features a table with columns: Contact Name, Relationship to Employee, Primary Contact, Edit, and Delete. Jane Johnson is selected as the Primary Contact. Below the table are buttons for "Add Emergency Contact" and "Save".</p>

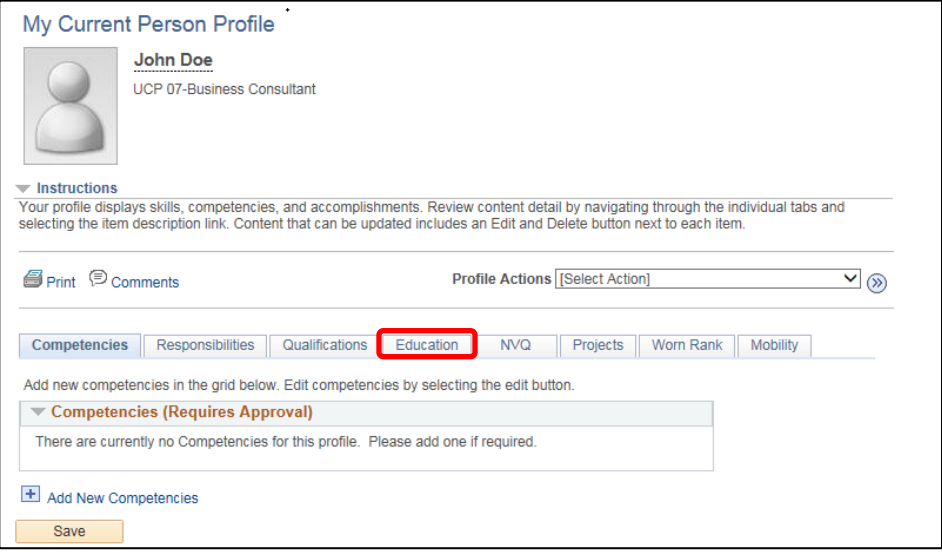
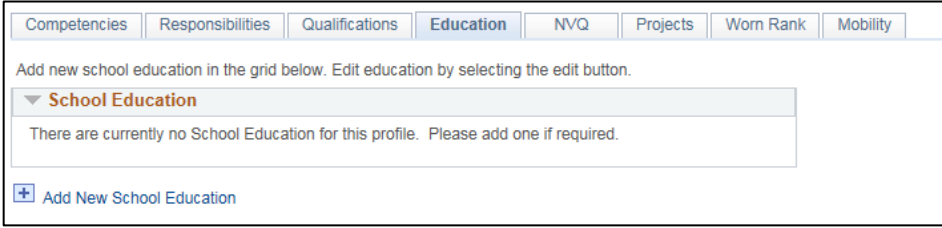
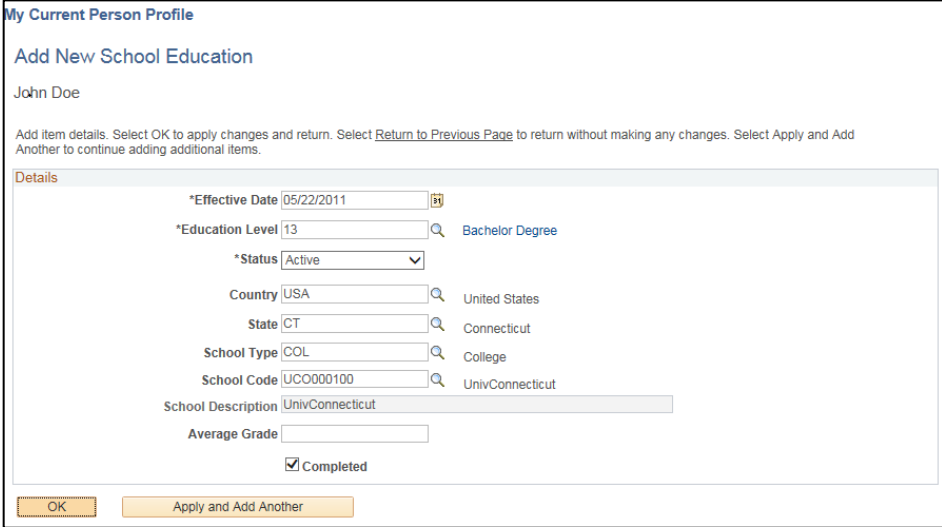
Step	Action	Screenshot
	<ul style="list-style-type: none"> Click the trash can icon to delete an emergency contact. <p>When the desired contact(s) has been updated, click Save.</p>	
11	<p>The updates to your emergency contacts are complete. Click OK to return.</p>	
Update Email Addresses		
12	<p>On the Personal Information Summary page, click Change Email Addresses under the Email Addresses section.</p>	
13	<p>On the Personal Information: Email Addresses page, update the addresses accordingly.</p> <ul style="list-style-type: none"> Update the address accordingly. Select a Preferred email address. There can only be one. To add additional email addresses, click Add Email Address. Click the trash can icon to delete an email address. <p>Note: UConn Business email address is published and not editable. Any and all other emails included in this section</p>	

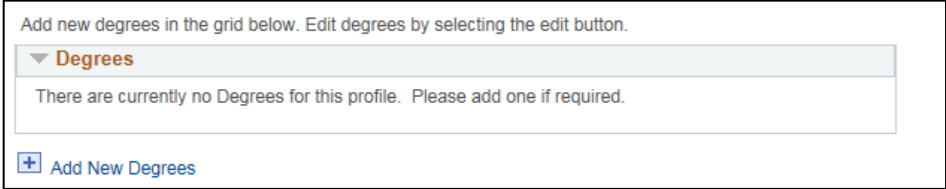
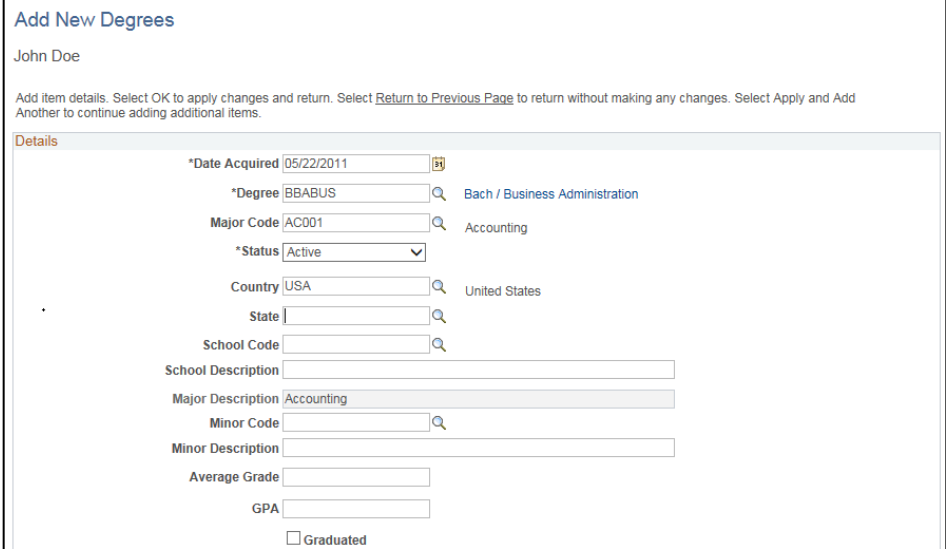
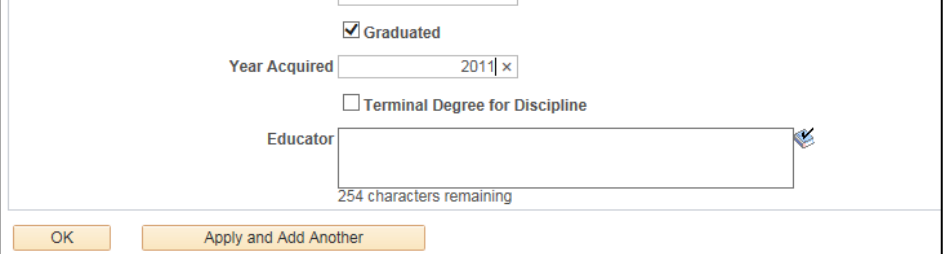
Step	Action	Screenshot
	<p>are considered alternate or personal emails.</p> <p>When the desired email address(es) has been updated, click Save.</p>	
14	<p>The updates to your email address(es) are complete. Click OK to return.</p>	
15	<p>Back on the Personal Information Summary page, scroll to the bottom of the page to review additional employee information. This information is read only and cannot be changed using Employee Self Service.</p>	
Update Voluntary Self-Identification of a Disability		
16	<p>Navigation: Main Menu > Core-CT HRMS > Self Service > Personal Information > Disability</p>	

Step	Action	Screenshot
17	<p>On the Voluntary Self-Identification of Disability page, review the purpose of the form.</p> <p>Scroll to the bottom of the form.</p>	
18	<p>Under the How do I know if I have a disability section, review what is considered a disability.</p> <p>When you are ready to self-identify your disability status, select one of the following:</p> <ul style="list-style-type: none"> • Yes, I have a disability • No, I don't have a disability • I don't wish to answer 	
19	<p>At the bottom of the page, review the Reasonable Accommodation Notice.</p> <p>When you are ready to self-identify your disability, click Submit.</p>	
Disclosing Ethnicity		
20	<p>Navigation: Main Menu > Core-CT HRMS > Self Service > Personal Information > Ethnic Groups</p>	

Step	Action	Screenshot
21	<p>On the Ethnicity page, read the ethnicity disclosure information.</p>	 <p>Ethnicity Jon Doe</p> <p>The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.</p>
22	<p>Under question one, select Yes if you are Hispanic or Latino.</p> <p>Select No if you are <u>not</u> Hispanic or Latino.</p> <p>Note: Click Explain next to the question to read a description of Hispanic or Latino ethnicity. Click Return to go back to the previous page.</p>	 <p>1) Are you Hispanic or Latino? Explain</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>  <p>Hispanic or Latino A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</p> <p>Return</p>
23	<p>Under question two, select one or more of the following ethnicities:</p> <ul style="list-style-type: none"> American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White <p>Note: Click Explain next to the question to read a description of each ethnicity. Click Return to go back to the previous page.</p> <p>When both ethnicity questions have been selected, click Save.</p>	 <p>2) What is your race? Select one or more. Explain</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Pacific Islander</p> <p><input type="checkbox"/> White</p> <p>Save</p>

Step	Action	Screenshot
	<p>Your ethnicity information is saved with your personal information.</p>	 <p>American Indian or Alaska Native A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.</p> <p>Asian A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p>Black or African American A person having origins in any of the black racial groups of Africa.</p> <p>Native Hawaiian or Pacific Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>White A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <p><input type="button" value="Return"/></p>
<p>Update School and Degree Information</p>		
<p>24</p>	<p>Navigation: Main Menu > Core-CT HRMS > Self Service > Learning and Development > My Current Profile OR Main Menu > Self Service > Personal Information > Personal Information Summary > Actions > Development > View My Current Profile</p> <p><i>Note: There are two invalid places that employees have tried to use to view or enter their information, so please be aware that these will not provide you the ability to update your school or degree information:</i></p> <ol style="list-style-type: none"> <i>1. Main Menu > Core-CT HRMS > Self Service > Learning and Development > Education (you will receive an error that you are not authorized to view this screen)</i> <i>2. Main Menu > Core-CT HRMS > Self Service > Personal Information > Personal Information Summary (the field you will see here for Highest Education Level is not utilized by UConn in Core-CT)</i> 	

Step	Action	Screenshot
25	On the My Current Person Profile page, click on the Education tab.	 <p>My Current Person Profile</p> <p>John Doe UCP 07-Business Consultant</p> <p>Instructions Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item.</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Responsibilities Qualifications Education NVQ Projects Worn Rank Mobility</p> <p>Add new competencies in the grid below. Edit competencies by selecting the edit button.</p> <p>Competencies (Requires Approval)</p> <p>There are currently no Competencies for this profile. Please add one if required.</p> <p>+ Add New Competencies</p> <p>Save</p>
26	Under the School Education section, click Add New School Education .	 <p>Competencies Responsibilities Qualifications Education NVQ Projects Worn Rank Mobility</p> <p>Add new school education in the grid below. Edit education by selecting the edit button.</p> <p>School Education</p> <p>There are currently no School Education for this profile. Please add one if required.</p> <p>+ Add New School Education</p>
27	<p>Enter the applicable information on the page:</p> <ul style="list-style-type: none"> • Effective Date • Education Level • Status • Country • State • School Type • School Code • Average Grade <p>Select the checkbox if the education was Completed.</p> <p>Then, click OK to save the school information and return back to the Education tab.</p>	 <p>My Current Person Profile</p> <p>Add New School Education</p> <p>John Doe</p> <p>Add item details. Select OK to apply changes and return. Select Return to Previous Page to return without making any changes. Select Apply and Add Another to continue adding additional items.</p> <p>Details</p> <p>*Effective Date 05/22/2011</p> <p>*Education Level 13 Bachelor Degree</p> <p>*Status Active</p> <p>Country USA United States</p> <p>State CT Connecticut</p> <p>School Type COL College</p> <p>School Code UCO000100 UnivConnecticut</p> <p>School Description UnivConnecticut</p> <p>Average Grade</p> <p><input checked="" type="checkbox"/> Completed</p> <p>OK Apply and Add Another</p>

Step	Action	Screenshot
28	<p>Under the Degrees section, click Add New Degrees.</p> <p>Note: You must complete <u>both</u> the School Education and Degrees sections.</p>	
29	<p>Enter the applicable information on the page, including:</p> <ul style="list-style-type: none"> • Date Acquired • Degree • Major Code • Status • Country • State • School Code • Minor Code • Average Grade • GPA <p>Select the checkbox if you Graduated with this degree.</p>	
30	<p>Scroll to the bottom of the page and enter the year the degree was acquired (if acquired).</p> <p>Then, click OK to save the degree information and return back to the Education tab.</p>	
31	<p>The school and degree information is saved to your profile.</p>	