



## View & Maintain Personal Details

Click on the "Personal Details" tile



The **Personal Details** page opens.

The personal details page will open where you can view and maintain addresses, contact details, ethnic groups, emergency contacts and other additional information.

### Maintaining Addresses

1. Click on **Personal Details** tile as noted above.
2. Click on the **Addresses** tile.  
The **Addresses** page will open
3. You can modify existing rows by clicking the address. Make your changes then click the **Save** button.
4. To add a mailing address, click the "**Add Mailing Address**" button.
5. Enter the new address information. Then click the **Save** button.

### Maintaining Personal Phone Numbers

1. Click on **Personal Details** tile as noted above.
2. Click the **Contact Details** tile.  
The **Contact Details** page opens.
3. You can modify an existing phone number by clicking on the phone number.
4. To delete a phone number, click on the number, click delete button at bottom of the pop up window.
5. Click the plus icon "+" to add a new phone number. Then click the **Save** button.

## Maintaining Email Addresses

1. Click on **Personal Details** tile as noted above.
2. Click the [Contact Details](#) tile.  
The **Contact Details** page opens.
3. Click the plus "+" icon button under Email.
4. Click the Email Type list box.

\*Email Type

5. Click the **Other** list item.

6. Enter the desired information into the **Email Address** field.
7. Enter a valid value e.g. "**fflintstone@gmail.com**".
8. Click the **Save** button.

## Maintain Emergency Contacts

1. Click on **Personal Details** tile as noted above.
2. Click the [Emergency Contacts](#) tile.  
The **Emergency Contacts** page opens.
3. Click an existing contact to edit a contact.
4. To delete a contact, click on the contact name, click delete button at bottom of the pop up window.
5. To change a contact to preferred, click on the contact name and select preferred check box.
6. Click the plus "+" icon to add a new emergency contact then click the **Save** button.

## Maintaining Sex/Gender Identity/Pronouns

1. Click the **Sex/Gender Identity/Pronouns** tile.  
The **Sex/Gender Identity/Pronouns** page opens
2. Click existing row to update.
3. Select the Sex, Pronoun, and/or Gender Identity. Then click the **Save** button.

## Maintaining Name

1. Click the **Name** tile.  
The **Name** page opens
2. Click the greater than icon ">" on the right to update/edit your Preferred/Chosen First Name.
3. Enter your Preferred/Chosen First Name. Then click the **Save** button.