

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
- 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.
- Click the <u>Contact Details</u> tile. The <u>Contact Details</u> 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

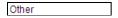
- 1. Click on Personal Details tile as noted above.
- 2. Click the **Contact Details** tile.

The **Contact Details** page opens.

- 3. Click the plus "+" icon button under Email.
- 4. Click the Email Type list box.



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

- Click the Sex/Gender Identity/Pronouns tile.
 The Sex/Gender Identity/Pronouns page opens
- 2. Click existing row to update.
- 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.