Personal Information Summary

Click on the "Personal Details" tile

The **Personal Information** page opens.

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

Maintaining Addresses

1. Click on Personal Detail tile as noted above.
2. The **Addresses** page will open
3. You can modify existing rows by clicking the address. Make your changes then click the Save button. [Save]
4. To add a mailing address, click on the "Add mailing address" button.

[Add Mailing Address]

5. Enter the new address information then click the Save button.
[Save]

Maintaining Personal Phone Numbers

1. Click on Personal Detail tile as noted above.
2. Click the Contact Details link.
    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. [Save]

Maintaining Email addresses

1. Click on Personal Detail tile as noted above.
2. Click the Contact Details link.
   The **Contact Details** page opens.

   Email

3. Click the [+] plus button under Email
4. Click the **Email Type** list box.

   *Email Type [   ] [v]

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

   [Other   ]

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.

   [Save]

Maintain Emergency Contacts

1. Click on Personal Detail tile as noted above.
2. Click the Emergency Contacts link.
   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. [Save]