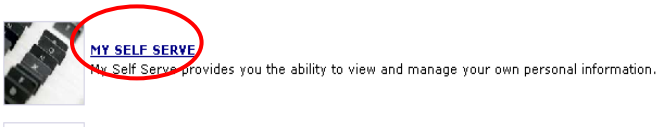
My Self Serve: Personal Information

Step 1 How to Logon to My Self Serve

From the FBISD Homepage, click on the menu link: **Employee Services**.

Step 2

Click on the link: **My Self Serve**

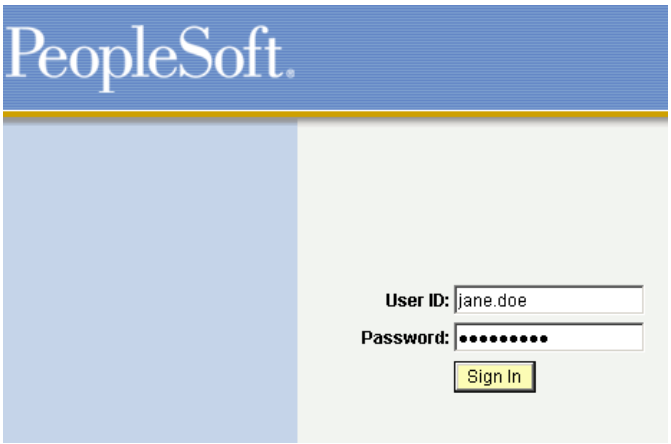


Step 3

In the field for **User ID:**
Type your firstname.lastname in all lowercase letters.

In the field for **Password**:
Type your password (the one used recently when you declared Race & Ethnicity).

Click the **Sign In** button.



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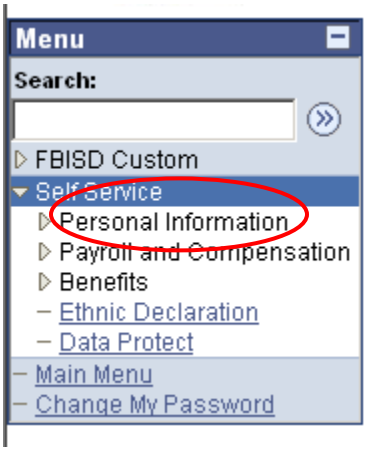
Step 4	
From the Menu, click on **Self Service**.	
Step 5	
Click **Personal Information**	

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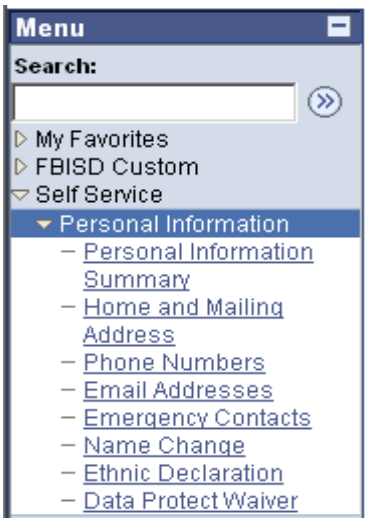
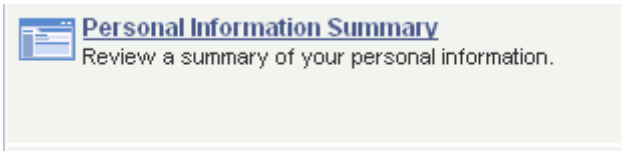
Step 6	
Information can be accessed from the drop-down or from the links on the right-hand screen. For this training we will use the links from the drop-down.	
Step 7	
Click **Personal Information Summary** This will display various types of information that the system retains for you. You can change information from within this link or you can access each link separately (as shown in Step 6).	

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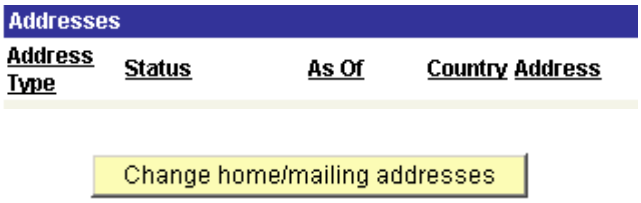
Step 8

Click **Home and Mailing Address**

Verify your Address.

If incorrect, click the button: **Change home/mailing addresses**

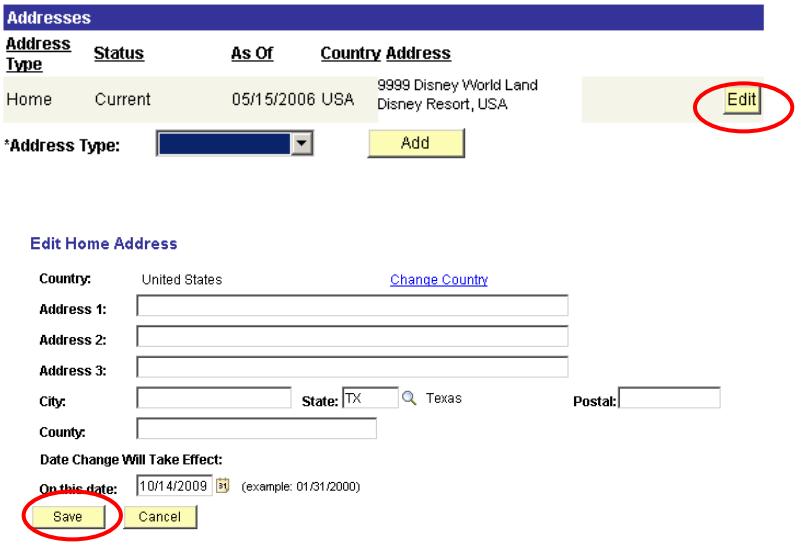


Step 9

Click the **Edit** button to change the current address.

Enter the correct address information.

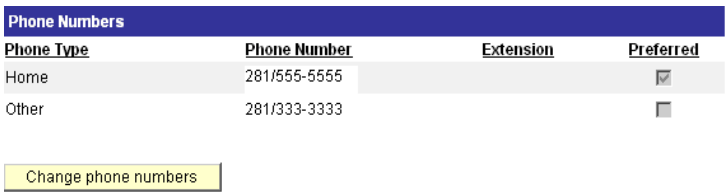
Click the **Save** button when completed.



Step 10

Click **Phone Numbers**

Verify your phone number(s)



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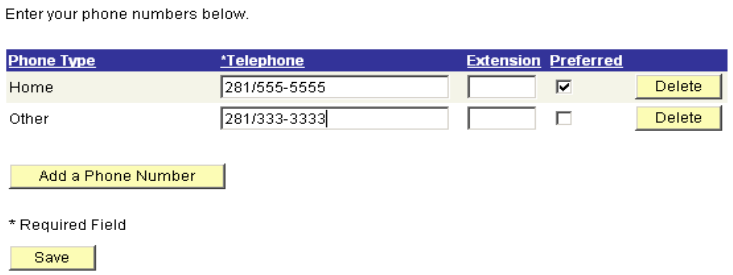
Step 11

If incorrect, you can **Delete** and/or **Add a Phone Number**

Remember to click the **Save** button

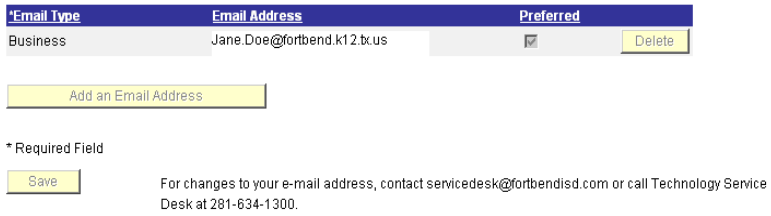


Step 12

Click **Email Addresses**

You can see your email address

Any changes to your email address must be done by the Service Desk, as stated at the bottom of the screen.

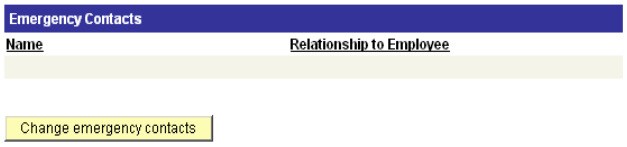


Step 13

Click **Emergency Contacts**

If any contacts are there, verify them.

If you want to change or delete emergency contact information, click **Change emergency contacts**



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Step 14	
If you have no contact information, a screen will appear to add your information. Click **Add an Emergency Contact** The **Emergency Contact Detail** screen will be displayed. Enter information about the people to be contacted in an emergency.	Contact Name Relationship to Employee Add an Emergency Contact Emergency Contacts **Emergency Contact Detail** Information to enter: • *Name and Address of Contact* • *Phone Number* • *Relationship*
Step 15	
The **Name Change** screen only allows you to look at your information. **You cannot make changes.** Any changes must be done through Human Resources. Information on how to do this is provided at the bottom of the screen.	**Name Change** DOE, Jane Click **Submit** after you have entered your new name. Note: You may be required to send proof of the name change to Human Resources. **Current Name** DOE, Jane

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Step 16

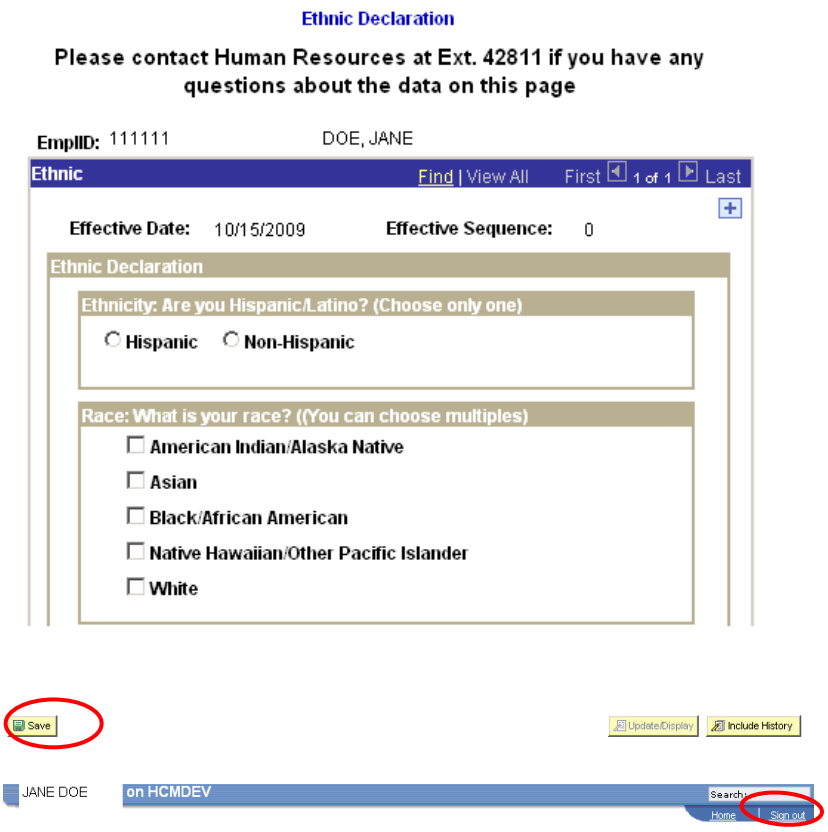
Click **Ethnic Declaration**.

This screen allows you to verify your ethnicity and race.

You can also make changes.

If you make changes be sure to click the **Save** button.

After saving, you must click on **SIGN OUT** at the top right corner of your screen to complete the process.

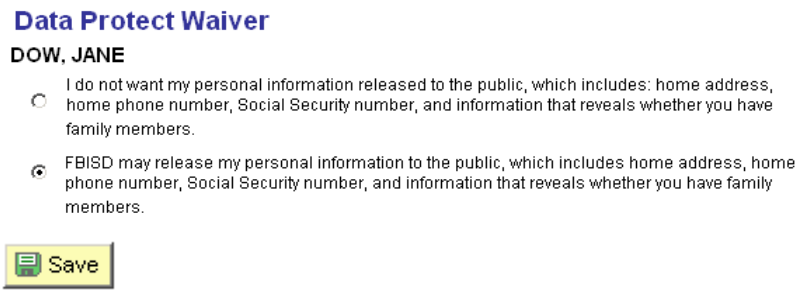


Step 17

Click **Data Protect Waiver**

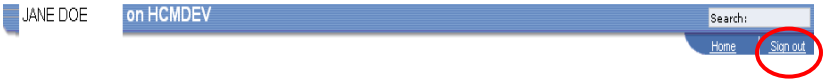
Read the statements and make your selection

Remember to **Save**



Step 18

Be sure to click **Sign out** at the top right corner of your screen, when you have completed your PeopleSoft session.



End of Procedure

My Self Serve: Personal Information