

My Self Serve: Personal Information

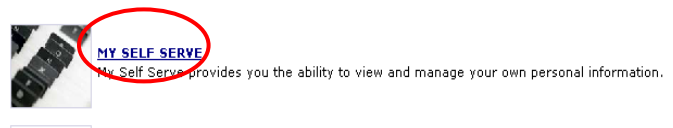
Step 1 How to Logon to My Self Serve

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).

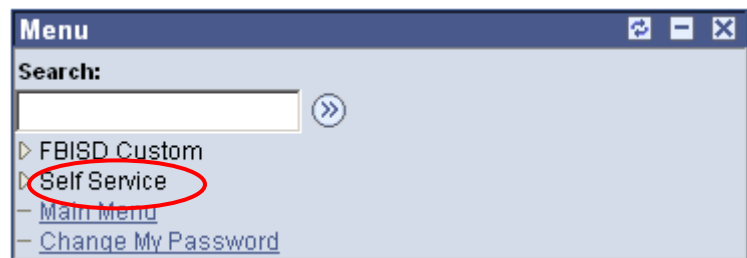
Click the **Sign In** button.



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Step 4

From the Menu, click on **Self Service**.



Step 5

Click **Personal Information**

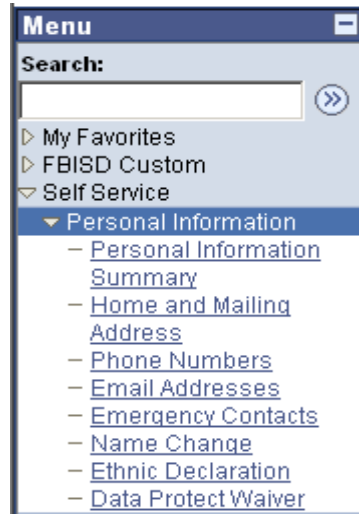


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Step 6

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.

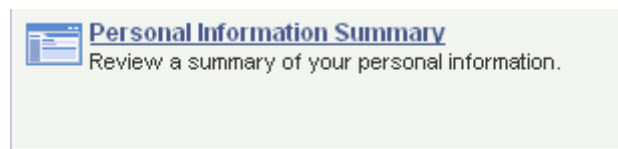


Step 7

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).




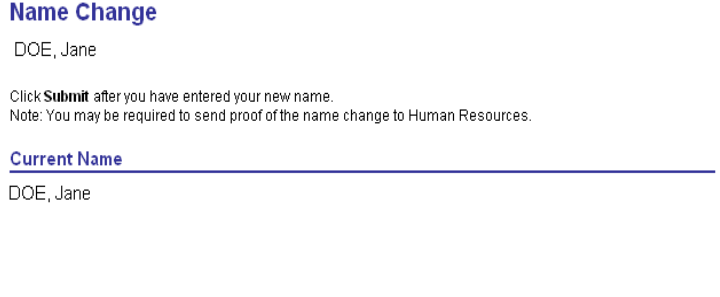
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Step 8													
<p>Click Home and Mailing Address</p>	<p>Addresses</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;"> <input type="button" value="Change home/mailling addresses"/> </td> </tr> </tbody> </table>	Address Type	Status	As Of	Country	Address	<input type="button" value="Change home/mailling addresses"/>						
Address Type	Status	As Of	Country	Address									
<input type="button" value="Change home/mailling addresses"/>													
<p>Verify your Address.</p>													
<p>If incorrect, click the button: Change home/mailling addresses</p>													
Step 9													
<p>Click the Edit button to change the current address.</p>	<p>Addresses</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>05/15/2006</td> <td>USA</td> <td>9999 Disney World Land Disney Resort, USA</td> <td style="text-align: center;"><input type="button" value="Edit"/></td> </tr> </tbody> </table> <p>*Address Type: <input type="button" value="Add"/></p>	Address Type	Status	As Of	Country	Address		Home	Current	05/15/2006	USA	9999 Disney World Land Disney Resort, USA	<input type="button" value="Edit"/>
Address Type	Status	As Of	Country	Address									
Home	Current	05/15/2006	USA	9999 Disney World Land Disney Resort, USA	<input type="button" value="Edit"/>								
<p>Enter the correct address information.</p>	<p>Edit Home Address</p> <p>Country: United States Change Country</p> <p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text"/> State: TX <input type="text"/> Texas Postab: <input type="text"/></p> <p>County: <input type="text"/></p> <p>Date Change Will Take Effect:</p> <p>On this date: 10/14/2009 <input type="button" value="v"/> (example: 01/31/2000)</p> <p style="text-align: center;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>												
<p>Click the Save button when completed.</p>													
Step 10													
<p>Click Phone Numbers</p>	<p>Phone Numbers</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Phone Number</th> <th>Extension</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>281/555-5555</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other</td> <td>281/333-3333</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Change phone numbers"/></p>	Phone Type	Phone Number	Extension	Preferred	Home	281/555-5555		<input checked="" type="checkbox"/>	Other	281/333-3333		<input type="checkbox"/>
Phone Type	Phone Number	Extension	Preferred										
Home	281/555-5555		<input checked="" type="checkbox"/>										
Other	281/333-3333		<input type="checkbox"/>										
<p>Verify your phone number(s)</p>													

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Step 11																
<p>If incorrect, you can Delete and/or Add a Phone Number</p> <p>Remember to click the Save button</p>	<p>Enter your phone numbers below.</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>281/555-5555</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Other</td> <td>281/333-3333</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add a Phone Number</p> <p>* Required Field</p> <p>Save</p>	Phone Type	*Telephone	Extension	Preferred		Home	281/555-5555		<input checked="" type="checkbox"/>	Delete	Other	281/333-3333		<input type="checkbox"/>	Delete
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Step 12																
<p>Click Email Addresses</p> <p>You can see your email address</p> <p>Any changes to your email address must be done by the Service Desk, as stated at the bottom of the screen.</p>	<table border="1"> <thead> <tr> <th>*Email Type</th> <th>Email Address</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>Jane.Doe@fortbend.k12.tx.us</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add an Email Address</p> <p>* Required Field</p> <p>Save</p> <p>For changes to your e-mail address, contact servicedesk@fortbendisd.com or call Technology Service Desk at 281-634-1300.</p>	*Email Type	Email Address	Preferred		Business	Jane.Doe@fortbend.k12.tx.us	<input checked="" type="checkbox"/>	Delete							
*Email Type	Email Address	Preferred														
Business	Jane.Doe@fortbend.k12.tx.us	<input checked="" type="checkbox"/>	Delete													
Step 13																
<p>Click Emergency Contacts</p> <p>If any contacts are there, verify them.</p> <p>If you want to change or delete emergency contact information, click Change emergency contacts</p>	<table border="1"> <thead> <tr> <th colspan="2">Emergency Contacts</th> </tr> <tr> <th>Name</th> <th>Relationship to Employee</th> </tr> </thead> <tbody> <tr> <td colspan="2"> </td> </tr> </tbody> </table> <p>Change emergency contacts</p>	Emergency Contacts		Name	Relationship to Employee											
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Name	Relationship to Employee															

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Step 14	
<p>If you have no contact information, a screen will appear to add your information.</p> <p>Click Add an Emergency Contact</p> <p>The Emergency Contact Detail screen will be displayed. Enter information about the people to be contacted in an emergency.</p>	 <p>Emergency Contact Detail</p> <p>Information to enter:</p> <ul style="list-style-type: none">• <i>Name and Address of Contact</i>• <i>Phone Number</i>• <i>Relationship</i>
Step 15	
<p>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.</p>	 <p>Name Change</p> <p>DOE, Jane</p> <p>Click Submit after you have entered your new name. Note: You may be required to send proof of the name change to Human Resources.</p> <p>Current Name</p> <p>DOE, Jane</p>

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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.

Ethnic Declaration

Please contact Human Resources at Ext. 42811 if you have any questions about the data on this page

EmpID: 111111 DOE, JANE

Ethnic Find | View All First 1 of 1 Last

Effective Date: 10/15/2009 Effective Sequence: 0

Ethnic Declaration

Ethnicity: Are you Hispanic/Latino? (Choose only one)

Hispanic Non-Hispanic

Race: What is your race? (You can choose multiples)

American Indian/Alaska Native

Asian

Black/African American

Native Hawaiian/Other Pacific Islander

White

JANE DOE on HCMDEV Search: Home

Step 17

Click **Data Protect Waiver**

Read the statements and make your selection

Remember to **Save**

Data Protect Waiver

DOW, JANE

I do not want my personal information released to the public, which includes: home address, home phone number, Social Security number, and information that reveals whether you have family members.

FBISD may release my personal information to the public, which includes home address, home phone number, Social Security number, and information that reveals whether you have family members.

Step 18

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

JANE DOE on HCMDEV Search: Home

End of Procedure

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