Job Aid

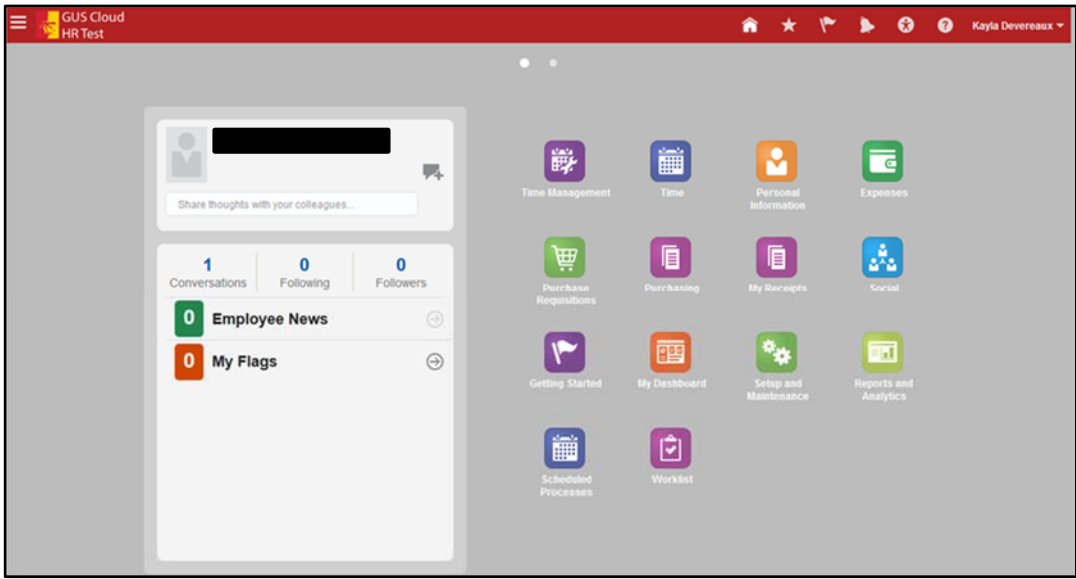## Manage Personal Phone & Email Address – ALL EMPLOYEES

This Job Aid walks employees through the process of managing personal phone and email address using Employee Self Service (ESS) in GUS HR.

Audience: All Employees

Examples:

- ✓ Update phone number in GUS HR using Employee Self Service (ESS). See steps starting 1.0.
- ✓ Update email address in GUS HR using Employee Self Service (ESS). See steps starting 2.0.

The PSU email address (pittstate.edu or gus.pittstate.edu) will be used for all university business. Employees should continue to use their PSU email account for university business even if a personal email address is added in GUS HR.

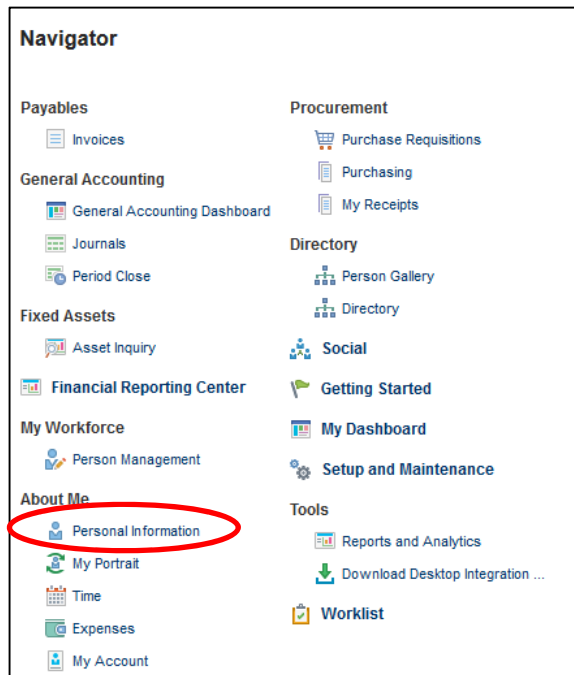| Step	Action
1.0	Use the following steps to update a personal phone number in GUS HR using Employee Self Service (ESS).
1.1	Logon to GUS Cloud.

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Manage Personal Phone & Email Address –
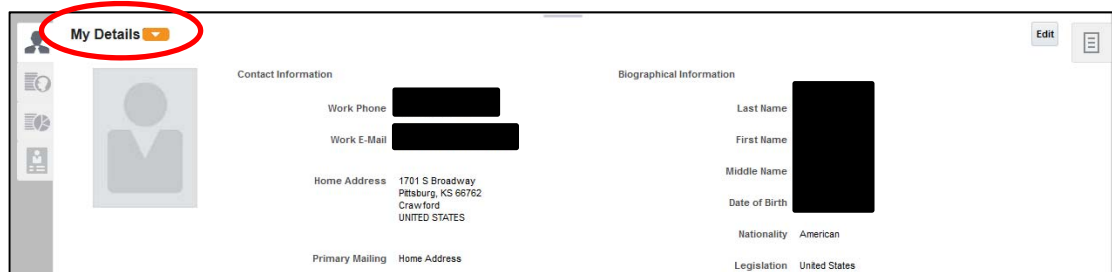### *ALL EMPLOYEES*

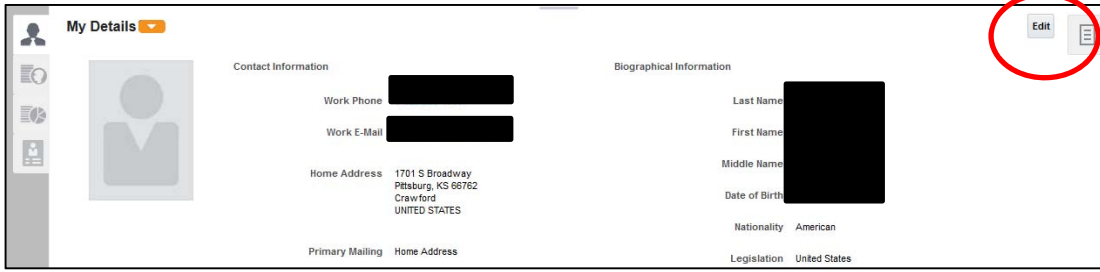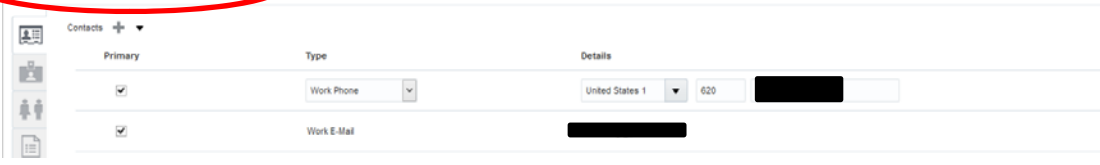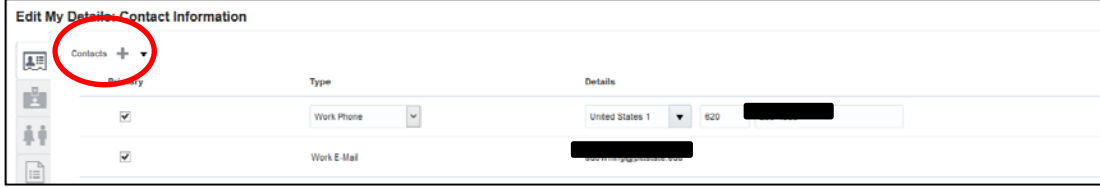|	
1.2	On the GUS Cloud springboard, select the Navigator icon.
1.3	Select "Personal Information" under "About Me."
1.4	Your "My Details" page will open.
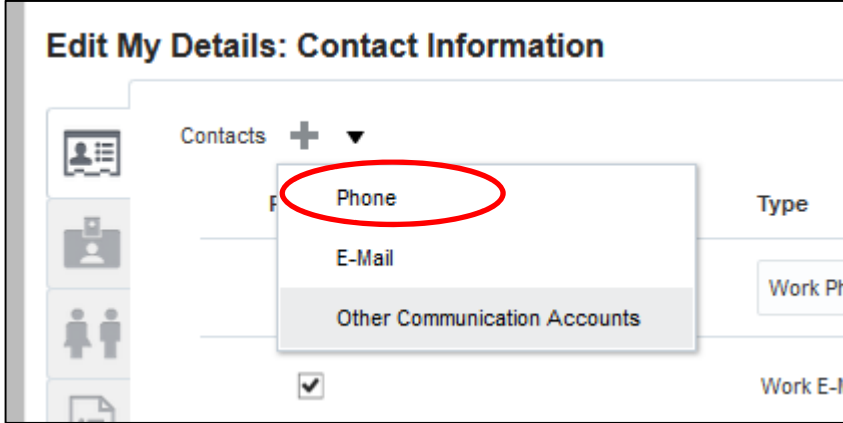
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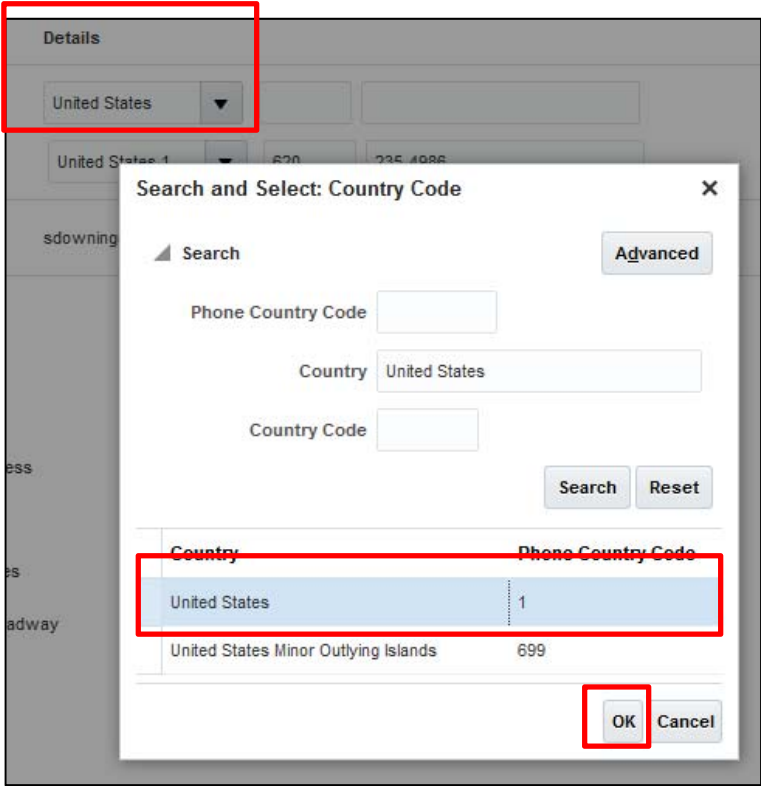
1.5	Click on the "Edit" button in the upper right.
1.6	The "Edit My Details: Contact Information" page will open.
1.7	To add a personal phone, click on the "+."
1.8	Click on Phone in the dialog box.
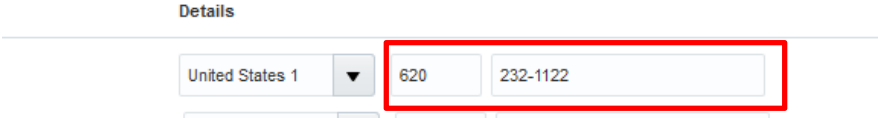
1.9	A new row will open. Use the drop down under "Type" to select the type of phone (e.g. Home Phone).
	Edit My Details: Contact Information Contacts ➕ ▼ Primary Type ☐ Home Phone ▼
1.10	In the box under "Details," type in the name of the Country where the phone number originates (e.g. United States), then enter. A Country Code search dialog box will open. Look for the County and Phone Country Code. Click on the correct county, then click "OK."
	Details United States ▼ United States 1 ▼ 620 235 4986 sdowning **Search and Select: Country Code** ✕ ◢ Search Advanced Phone Country Code [ ] Country [United States] Country Code [ ] Search Reset **Country** **Phone Country Code** United States 1 United States Minor Outlying Islands 699 OK Cancel
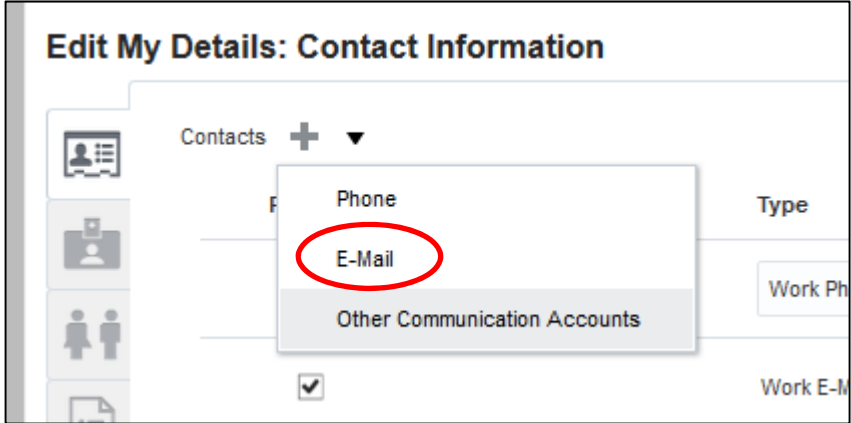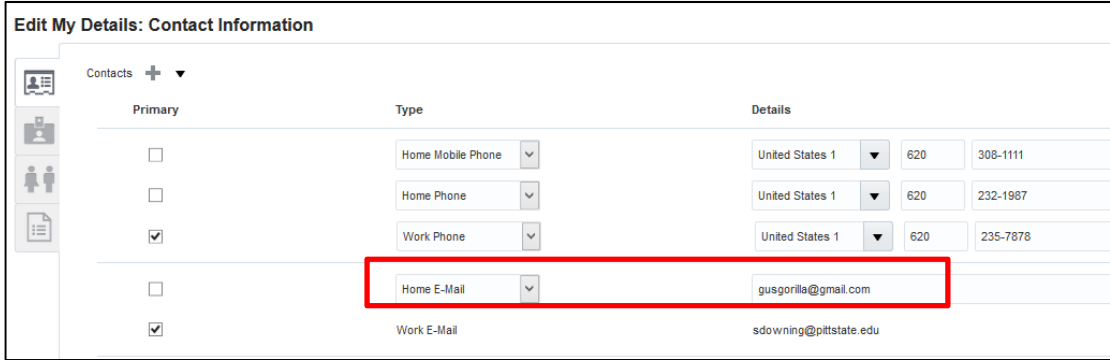
1.11	Type the Area code and Phone Number in the other 2 boxes.
	Details United States 1 ▼ 620 232-1122
1.12	Click Save and Close. **Note you can add both a phone and personal email before clicking save and close.**
	Edit My Details: Contact Information Save and Close Cancel Contacts + ▼ Primary Type Details ☐ Home Phone ▼ United States 1 ▼ 620 232-1122 ✕ ☑ Work Phone ▼ United States 1 ▼ 620 235-4988

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Manage Personal Phone & Email Address –
ALL EMPLOYEES

2.0	Use the following steps to update a personal email address in GUS HR using Employee Self Service (ESS).
2..1	To enter a personal email address, repeat steps 1.1 – 1.8 above. Select email in the dialog box.
2.2	A new row will open. Select Home E-mail from the drop down box, then enter your personal email address in the next box.
2.3	Click Save and Close.