Job Aid

Manage Personal Phone, Email Address, and Home/Mailing Address in GUS Cloud and the MAP Portal–All Employees

This Job Aid walks employees through the process of managing **Personal Phone Number**, **Email Address**, and **Home Address in both GUS Cloud** and the **MAP Portal** using **Employee Self Service (ESS)**.

Audience**: All Employees**

Table of Contents

Page#	Section
1	Intro and Table of Contents
2	How to Add or Edit Your Personal Phone Number
3	How to Add or Edit Your Personal Email
4	How to Add or Edit Your Personal Home/Mailing Address
5-7	How to Add or Edit Your Personal Home/Mailing Address in MAP Portal

Job Aid

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How to Add or Edit Your Personal Phone Number

Step	Action
1.	From the **GUS Cloud Springboard** click on the **Me** tab under News and Announcements.
2.	Click on the **Personal Information** icon under **Apps**.
3.	Click on the **Contact Info** icon. If you need to add a number, proceed to **Step 4**. If you need to Edit a number, proceed to **Step 10**.
4.	Click on the **+ Add** drop down next to Communication and select **Phone Details**.
5.	Select a value for ***Type** (usually Home Phone).
6.	Type in your area code in the **Area Code** field then input your phone number in the ***Number** field. Note that you will not need to include hyphens.
7.	Select a ***From Date**. Note that the default date for this is today's date. You do not need to put a To Date.
8.	Check the **Primary** box if this will be your primary personal number.
9.	Click **Submit**. The system will let you know that your request has been submitted for approval. Once you log out and then back in your new number will be displayed with any updated information you've added.
10.	Click the pencil Icon to edit any existing information. Once you've made any desired changes, click Submit and your changes will be submitted for approval. Once you log out and then back in your new number will be displayed with any updated information you've added.

Job Aid

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How to Add or Edit Your Personal Email

****Note that you should only have one work email and it will be either your gus.pittstate.edu for students or pittstate.edu email address for all others.*

Step	Action
1.	From the **GUS Cloud Springboard** click on the **Me** tab under News and Announcements.
2.	Click on the **Personal Information** icon under **Apps**.
3.	Click on the **Contact Info** icon. If you need to add an email, proceed to **Step 4**. If you need to edit an email, proceed to **Step 8**.
4.	Click on the **+ Add** drop down next to Communication and select **Email Details**.
5.	In the ***Type** field select **Home Email** from the drop down menu.
6.	Type your email address into the ***Email field**. **DO NOT** check the Primary box. Note that your Pittsburg State University work email address will always be your primary.
7.	Click **Submit**. The system will let you know that your request has been submitted for approval. Once you log out and then back in your new email will be displayed with any updated information you've added.
8.	Click the pencil Icon to edit any existing information. Once you've made any desired changes, click Submit and your changes will be submitted for approval. Once you log out and then back in your new email will be displayed with any updated information you've added.

Job Aid

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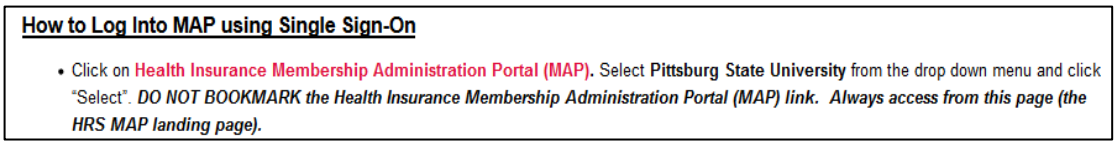
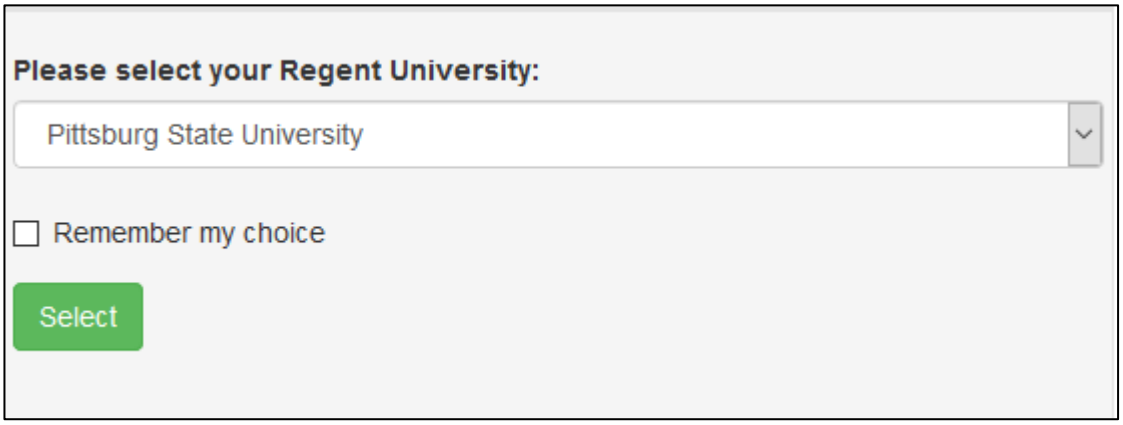
How to Add or Edit Your Personal Home/Mailing Address

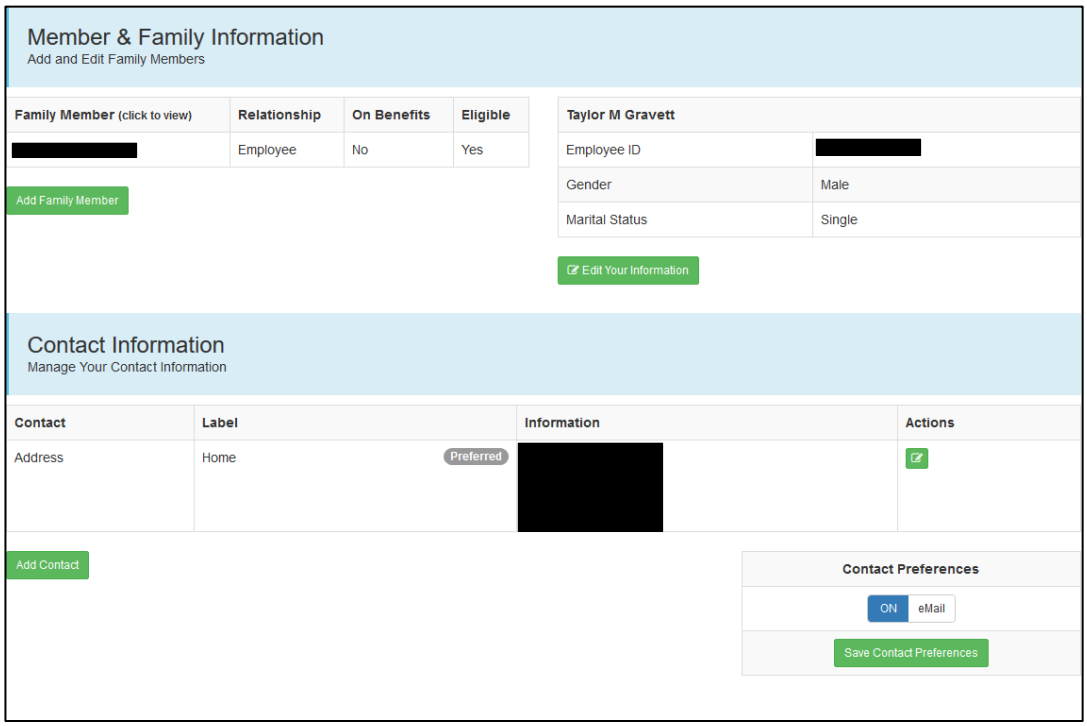
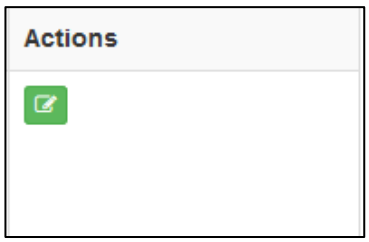
Step	Action
1.	From the **GUS Cloud Springboard** click on the **Me** tab under News and Announcements.
2.	Click on the **Personal Information** icon under **Apps**.
3.	Click on the **Contact Info** icon. If you need to add an email, proceed to **Step 4**. If you need to edit an email, proceed to **Step 12**.
4.	Click on the **+ Add** icon next to Address.
5.	Select your country from the *Country drop down menu.
6.	In the ***Type** field select either **Home Address** or **Mailing Address** depending on which you want from the drop down menu.
7.	Select a ***Start Date**. Note that the default date for this is today's date.
8.	Type your address into the ***Address Line 1** field.
9.	Type in your zip code into the ***ZIP Code** field and select your zip code from the drop down menu. Note that this will automatically populate the ***City**, ***State**, and ***County** fields.
10.	Check the **Primary** box if this will be your primary address.
11.	Click **Submit**. The system will let you know that your request has been submitted for approval. Once you log out and then back in your new address will be displayed with any updated information you've added.
12.	Click the pencil Icon to edit any existing information. Once you've made any desired changes, click Submit and your changes will be submitted for approval. Once you log out and then back in your new address will be displayed with any updated information you've added.

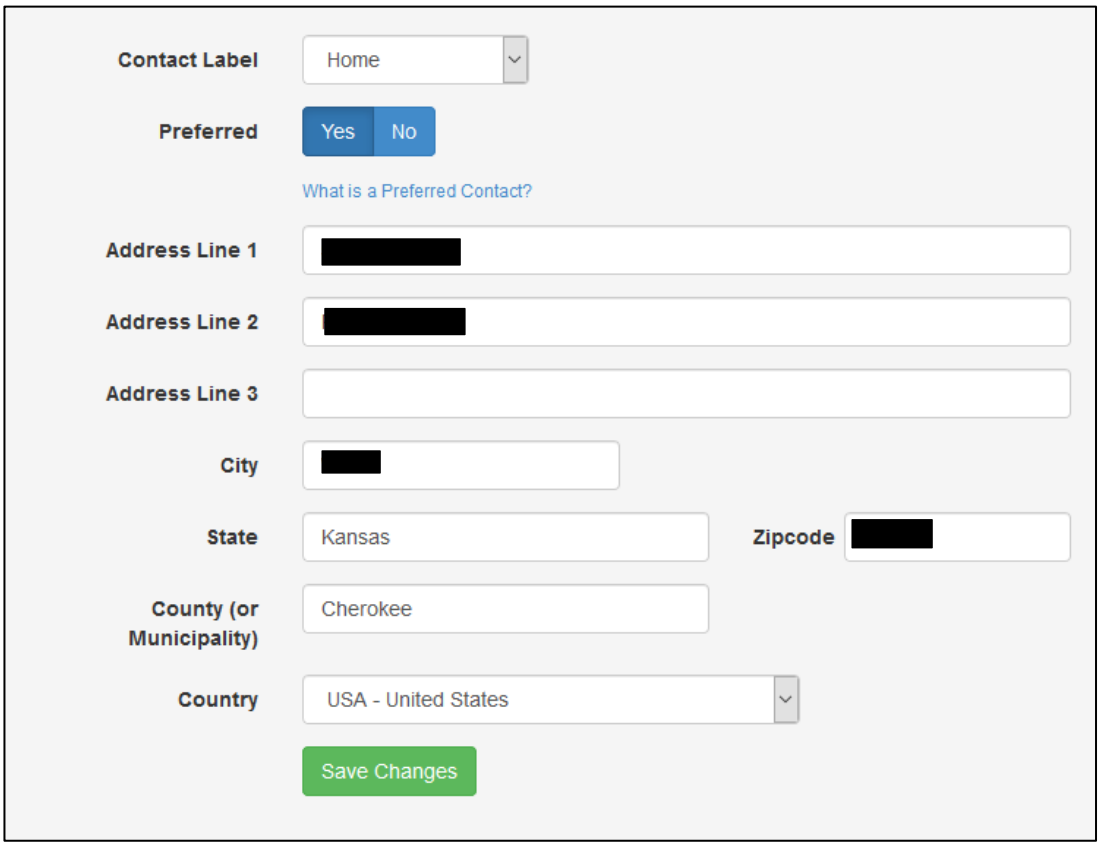
Job Aid

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How to Add or Edit Your Personal Home/Mailing Address in MAP Portal (Employees w/ Benefits Only)

Step	Action
1.	Use the following steps to update the **address** in the **State of Kansas Membership Administration Portal (MAP)**. Only employees who have **State of Kansas health insurance need to update the address in (MAP)**.
2.	Access the SEHP MAP site by clicking on the MAP Portal icon on the HRS Homepage: https://www.pittstate.edu/hr/index.html. 
3.	This will then bring up the landing page for MAP. It will ask you to select your Regent University. 

4.	Your personal and contact information should now be displayed. 
5.	Click on the green pencil and paper under the "Actions" column in the Contact Information section. 

6.	Update your information with the required details. 
7.	Once you have updated your information then click “Save Changes.” 