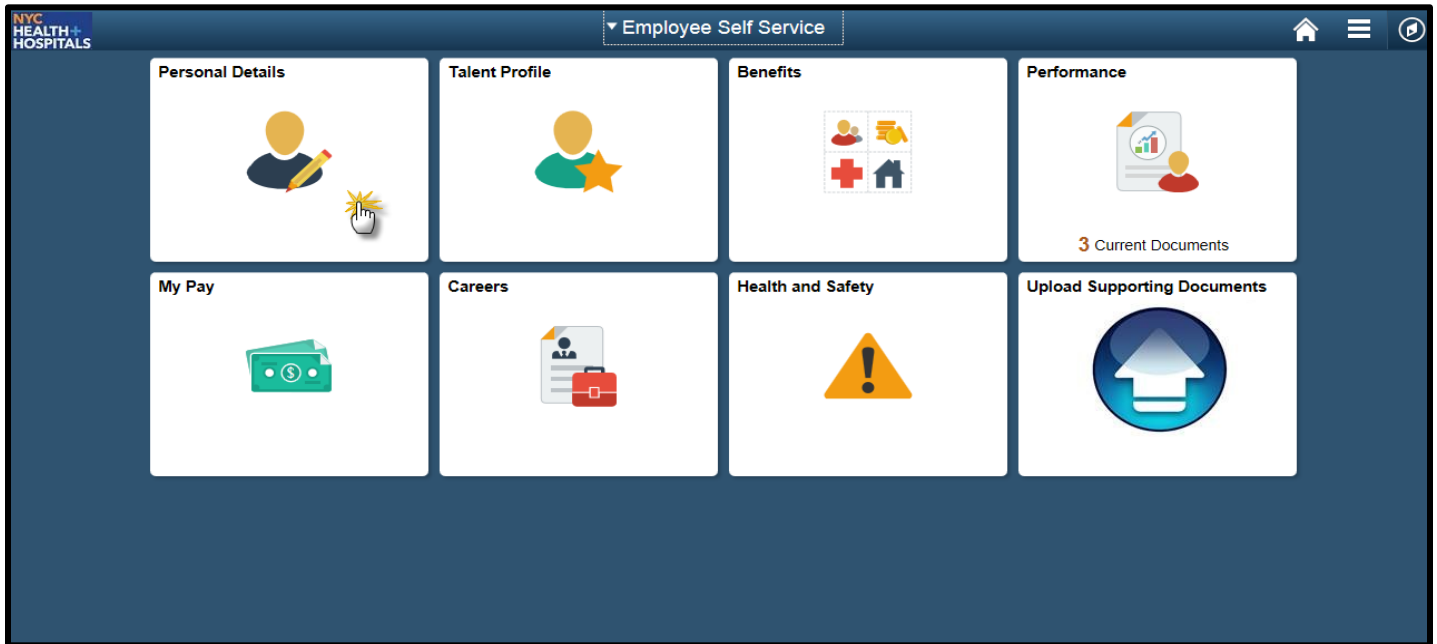


How to Add Your Phone Number via Employee Self Service

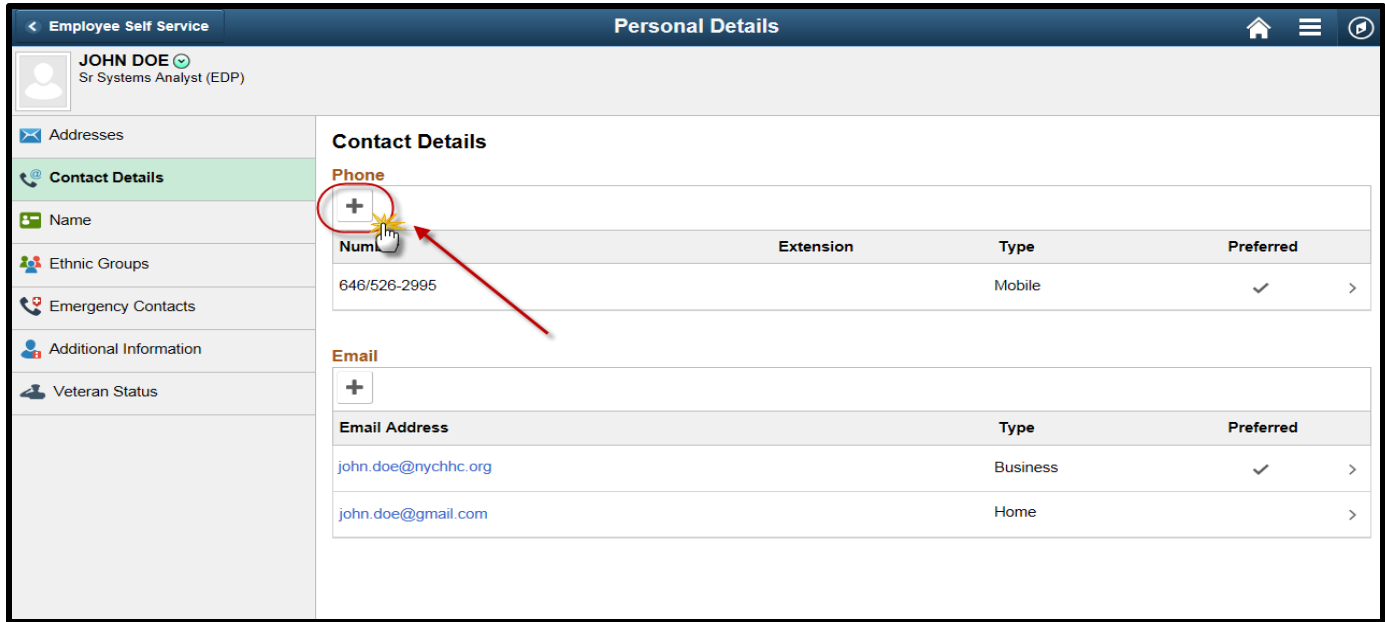
1. After successfully logging into PeopleSoft, Click on the “Personal Details” tile on your homepage.



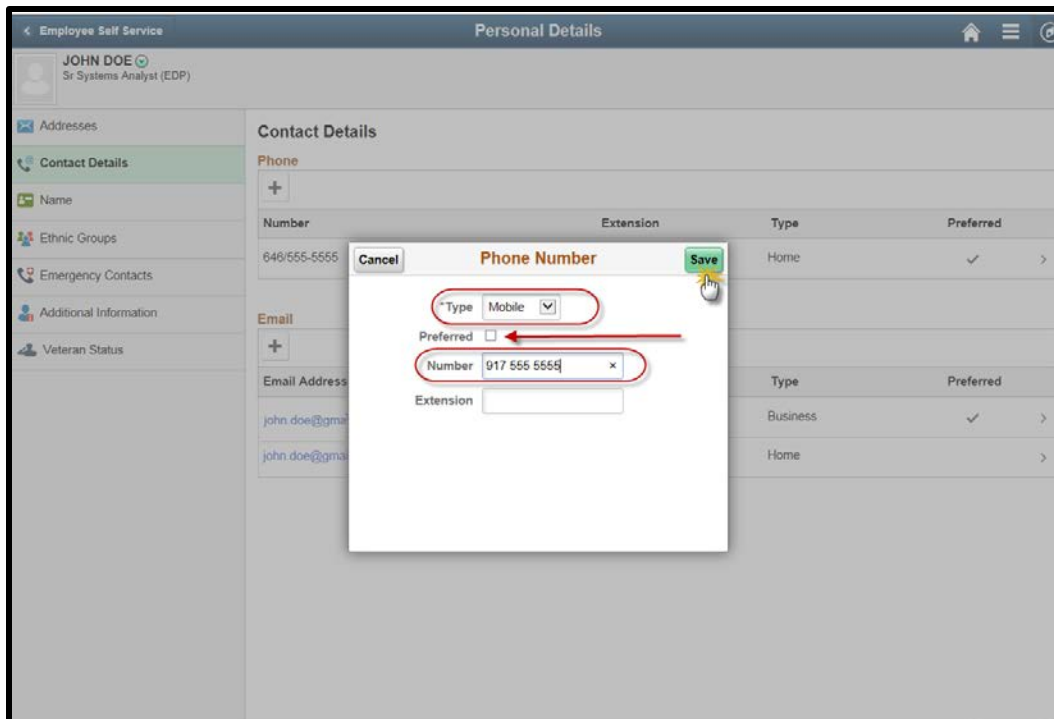
2. On the right side of the “Personal Details” page, click on the “Contact Details” tab.



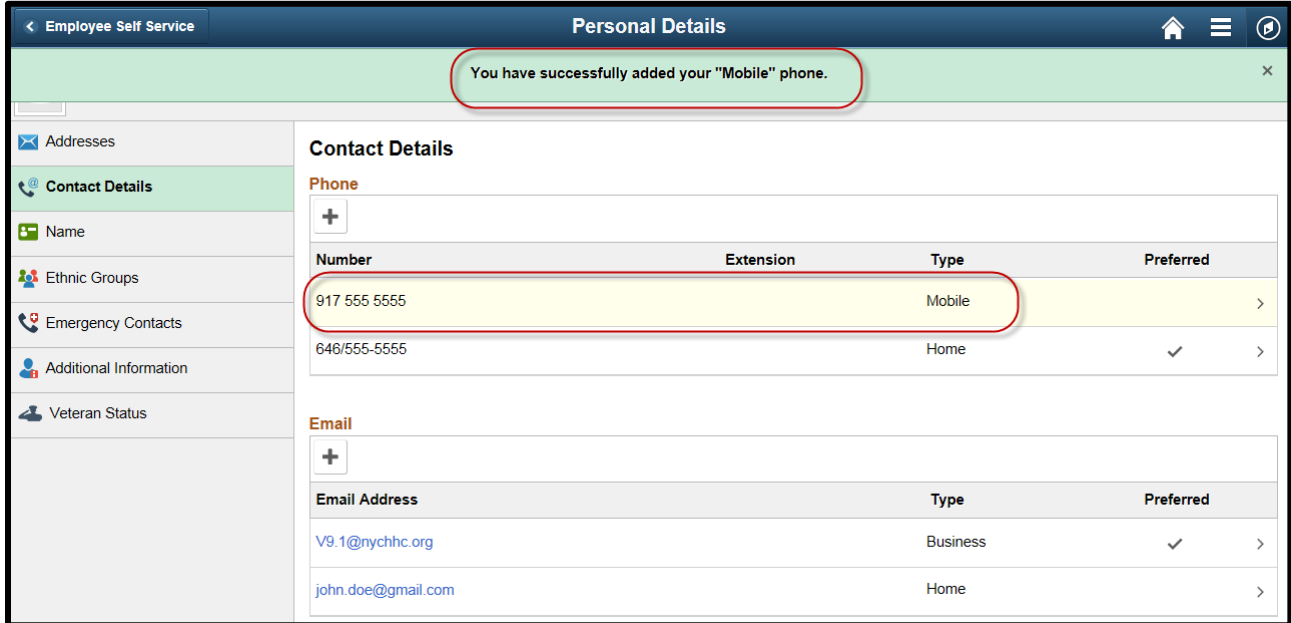
3. Click on the **Plus Sign** under **Phone** to add a new number.



4. A Pop-Up window appears. Add the **type** of number you are entering and the **10 digit phone number**. You can also check the **preferred** box to indicate whether this is your preferred number of contact. Hit the green **Save** button once you are finished.



5. A “You have successfully added your “PhoneTypeHere” phone.” Message appears on the top of the screen. Your phone number should now appear on the page under the **Number** section.



The screenshot shows the 'Personal Details' page in the Employee Self Service system. A green notification banner at the top states: "You have successfully added your 'Mobile' phone." Below this, the 'Contact Details' section is visible. It includes a 'Phone' section with a table of phone numbers and an 'Email' section with a table of email addresses.

Number	Extension	Type	Preferred
917 555 5555		Mobile	
646/555-5555		Home	✓

Email Address	Type	Preferred
V9.1@nychc.org	Business	✓
john.doe@gmail.com	Home	

You have successfully added your phone number!