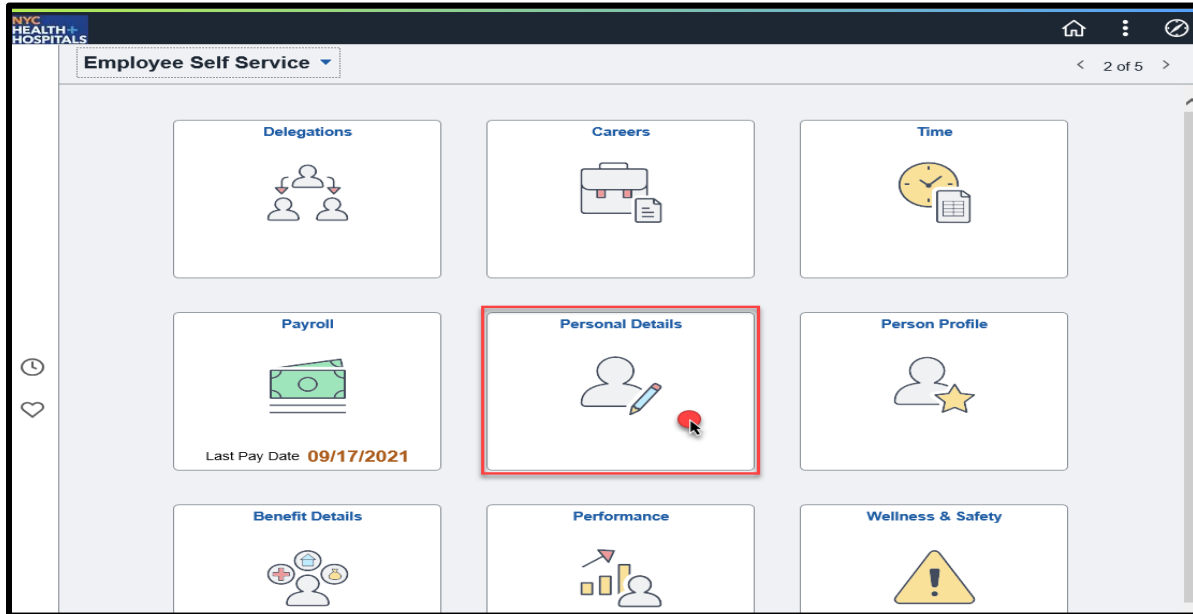
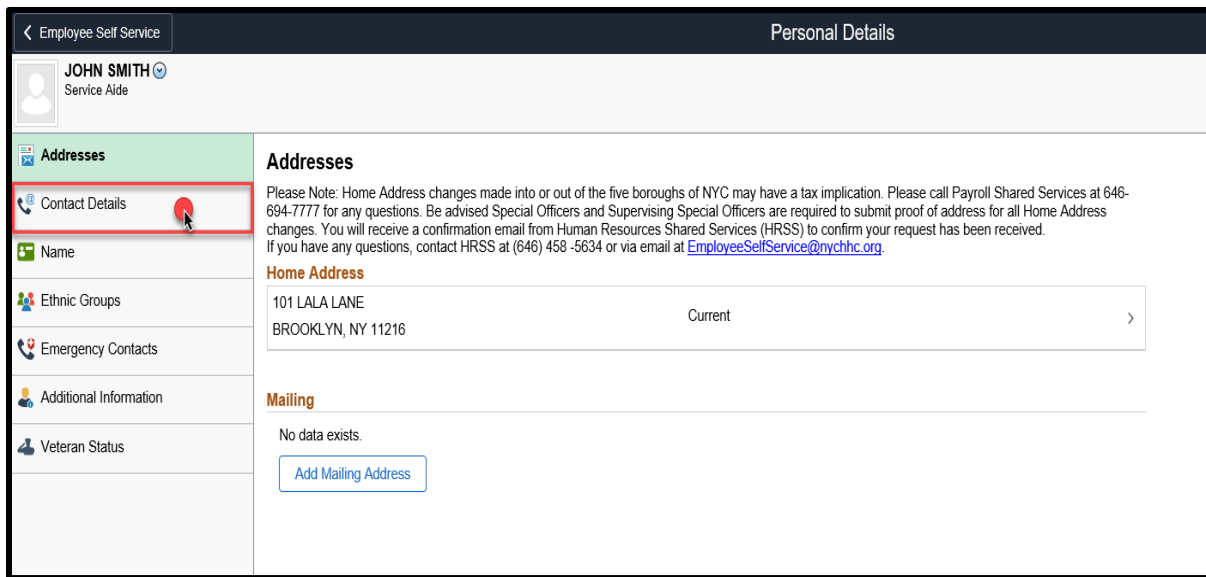


## How to Add Your Phone Number via Employee Self Service

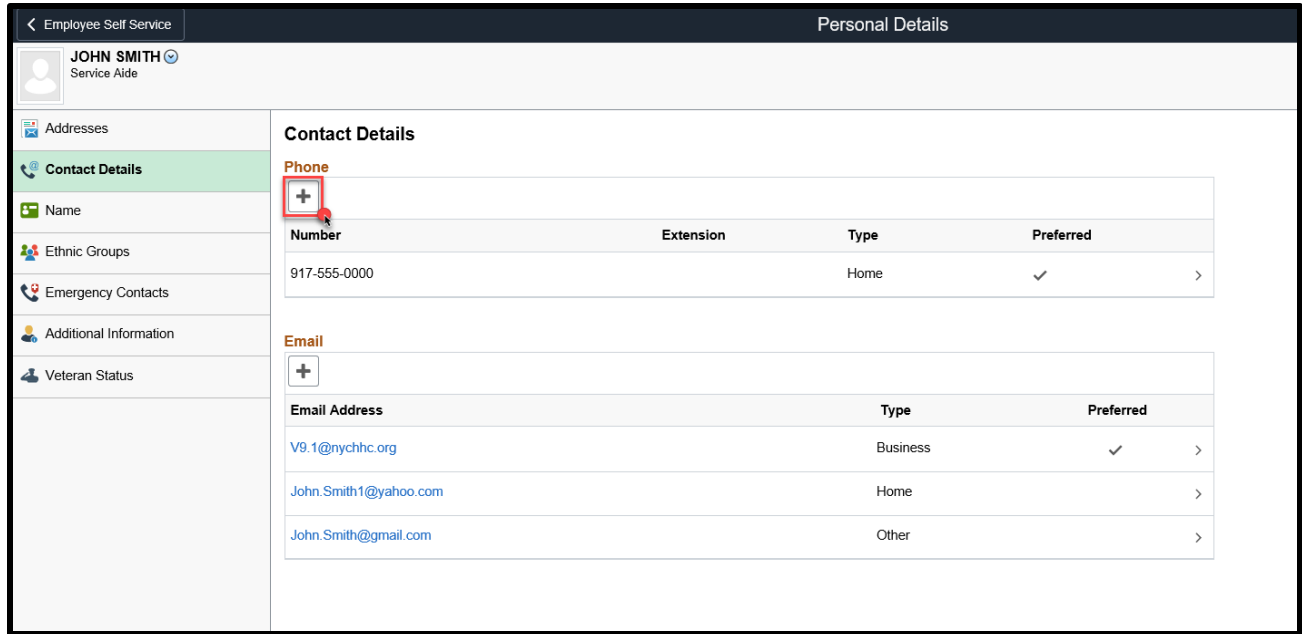
1. After successfully logging into PeopleSoft, click on the **Personal Details** tile.



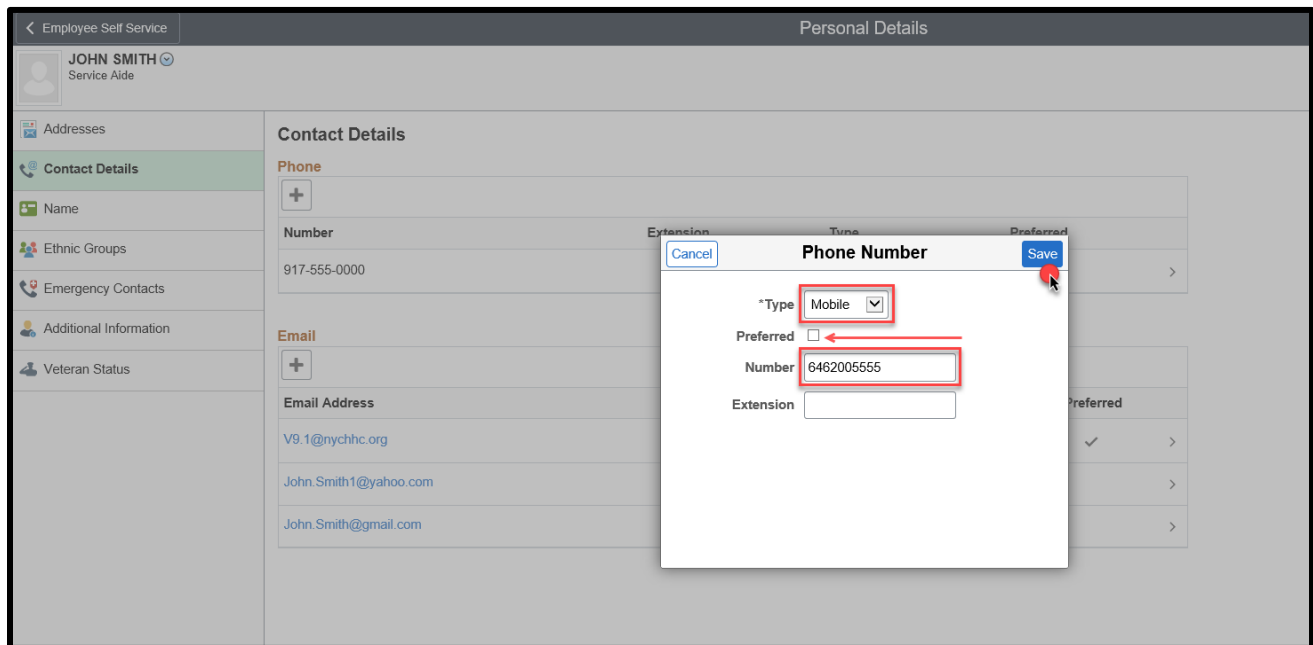
2. On the left side of the “Personal Details” Page, click on the **Contact Details** tab.



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



4. A Pop-Up window will appear. 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 contact number. Click on the **Save** button once you are finished.



5. A “You have successfully added your “PhoneTypeHere” phone” message will appear 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 for John Smith, a Service Aide. The page is divided into a left sidebar with navigation options and a main content area. The 'Contact Details' section is active and shows a table of phone numbers. A red box highlights the newly added mobile number: 6462005555. Below the phone numbers, there is an 'Email' section with a table of email addresses.

Number	Extension	Type	Preferred
6462005555		Mobile	
917-555-0000		Home	✓

Email Address	Type	Preferred
V9.1@nychhc.org	Business	✓
John.Smith1@yahoo.com	Home	
John.Smith@gmail.com	Other	

***You have successfully added your phone number!***