DEPAUL UNIVERSITY

20

ES

Good afternoon, Exempt Staff!

Me   Procurement   Tools   Others

QUICK ACTIONS

APPS

Personal Info - Add Email

Personal Details

Document Records

Identification Info

Contact Info

Family and Emergency Contacts

My Organization Chart

Directory

Onboarding

Checklist Tasks

Pay

Time and Absences

Career and Performance

BlueSky Help

DePaul University

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Good afternoon, Exempt Staff!

1/8 ✕
Click **'Me'**

Me   Procurement   Tools   Others

QUICK ACTIONS

👤 Personal Details

☁ Document Records

📋 Identification Info

✉ Contact Info

👥 Family and Emergency Contacts

🗂 My Organization Chart

APPS

Directory	Onboarding	Checklist Tasks

Pay	Time and Absences	Career and Performance

BlueSky Help

Personal Details

Document Records

Identification Info

Contact Info

Family and Emergency Contacts

My Organization Chart

My Public Info

Change Photo

Employment Info

Document Delivery Preferences

Onboarding Tasks

Current Tasks

Directory

Onboarding

Checklist Tasks

Pay

Time and Absences

Career and Performance

Personal Information

Learning

Benefits

Current Jobs

Web Clock

Roles and Delegations

BlueSky Help

ES

Exempt Staff

Personal Details

Details about yourself, such as name, date of birth, marital status, and national identifier.

Document Records

Manage your document records and associated attachments, such as birth

Identification Info

View and edit your passport, driver license, visa, and citizenship info.

Contact Info

Add or update ways you can be reached, such as phone, email, and address.

Family and Emergency Contacts

Add family and friends to contact in case of emergency.

Employment Info

Details about your assignment, such as legal employer, business unit, department, and location.

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DEPAUL UNIVERSITY

Contact Info
Exempt Staff

4/8

Click **'Add'**

Communication

+ Add ⌄

✓ **Home Mobile Phone**
1-773-555-1212

Address

+ Add

✓ **Home Address**
5411 S Mozart
Chicago, IL 60632
Cook
United States

Start Date
9/22/2020

BlueSky Help

DePaul University

Contact Info
Exempt Staff

ES

Communication

✓ **Home Mobile Phone**
1-773-555-1212

Email Details

Other Communication Accounts

BlueSky Help

Address

+ Add ⌃

✓ **Home Address**
5411 S Mozart
Chicago, IL 60632
Cook
United States

Start Date
9/22/2020

20

Communication

✓ **Home Mobile Phone**
  1-773-555-1212

Submit   Cancel

*Type

Select a value ⌄

*Email

Comments

Attachments

☁⬆ Drag files here or click to add attachment ⌄

BlueSky Help

Communication

✓ **Home Mobile Phone**
1-773-555-1212

[Submit] [Cancel]

*Type

Select a value ▼

7/8 ✕

Enter **'Email'**

*Email

[   ]

Comments

[   ]

Attachments

☁⬆ Drag files here or click to add attachment ▼

Communication

✓ **Home Mobile Phone**
   1-773-555-1212

Submit   **Cancel**

*Type

Select a value ⌄

*Email

Comments

Attachments

⬆ Drag files here or click to add attachment ⌄

BlueSky Help

Communication

✓ Home Mobile Phone
1-773-555-1212

Submit   Cancel

*Type

Select a value   ⌄

*Email

Comme

Congratulations! You have successfully completed the walkthrough
on adding your email.

If you want to view the walkthrough again, click **'Self-Help'** and
'Add Email'.

Attachments

⬆ Drag files here or click to add attachment ⌄

BlueSky Help

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