

Good afternoon, Nonexempt Staff!

Me Procurement Tools Others

QUICK ACTIONS

- 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

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

Personal Info - Update Email

Show More

BlueSky Help

177 Click 'Me'

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Director	27	My Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
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Click 'Personal Information'

BlueSky Help

Show More

Personal Info



Nonexempt Staff

3/7 Click 'Contact Info'

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 and marriage certificates, awards, and recognition.

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.

My Compensation

View your compensation details, such as salary and personal contributions.

NS

4/7
Click **Edit Icon** for the email account you would like to update.

Communication

+ Add ^

- Campus**
Test@mail.com

Address

+ Add ^

<input checked="" type="checkbox"/> Home Address 5425 S Rockwell Chicago, IL 60632 Cook United States	Start Date 9/22/2020	
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Communication

5/7
Select 'Type' of Email

*Type
Select a value

*Email

Submit Cancel

Primary

Comments

Text area for comments

Attachments

Drag files here or click to add attachment

Campus
Test@mail.com

Address

Home Address
5425 S Rockwell
Chicago, IL 60632

Start Date
9/22/2020



Communication

*Type

Select a value

*Email

6/7
Enter 'Email'

Submit Cancel

Primary

Comments

Attachments

Drag files here or click to add attachment

Campus
Test@mail.com

Address

Home Address

Start Date



Communication

*Type

*Email

Primary

Comments

Attachments

Drag files here or click to add attachment

Campus
Test@mail.com

Address

Home Address

Start Date

717
Click 'Submit' to save changes or 'Cancel' to discard changes.

Communication

Submit Cancel

*Type

Select a value

*Email

Comments

Text area for comments

Attachments

Drag files here or click to add attachment

✓ Campus
Test@mail.com

Address

✓ Home Address

Start Date

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

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