

Use this task to update your home phone number and add a new telephone number in UCPath online.

Dashboard Navigation:

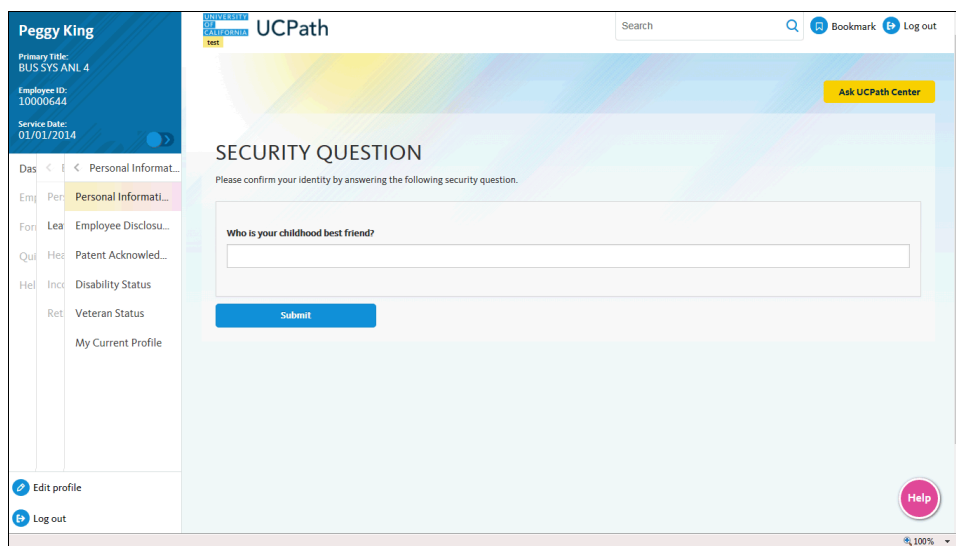
Personal Information > **Personal Information Summary**

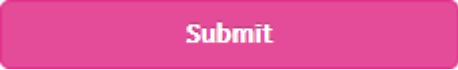
or

Menu Navigation:

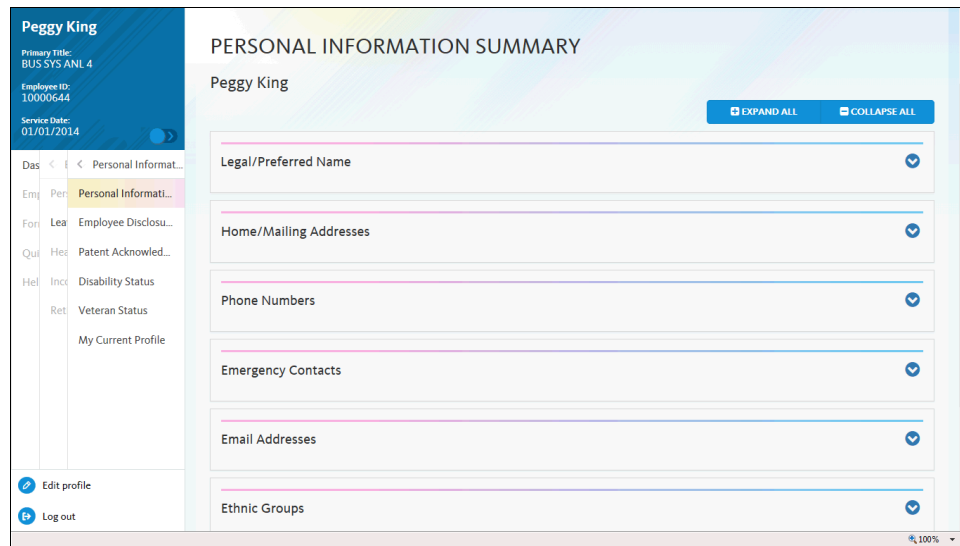
Employee Actions > Personal Information > **Personal Information Summary**


Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.








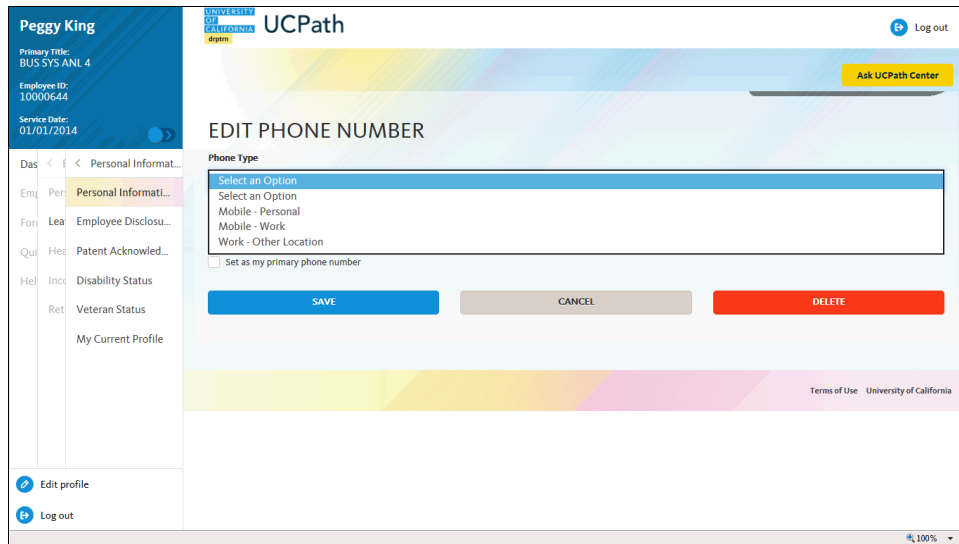
Step	Action
1.	<p>Before you change personal information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the Security Question field.</p> <p>For this example click in the Who is your childhood best friend? field.</p>
2.	<p>Enter the desired information into the Security Question field.</p> <p>For this example, enter Molly.</p>
3.	<p>Your answer appears as a series of dots.</p> <p>Click the Submit button.</p> 

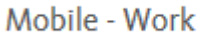
Step	Action
4.	<p>If you answer the question correctly, UCPath displays the Personal Information Summary page, and you can make your changes.</p> <p>If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the Security Questions Setup page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.</p>

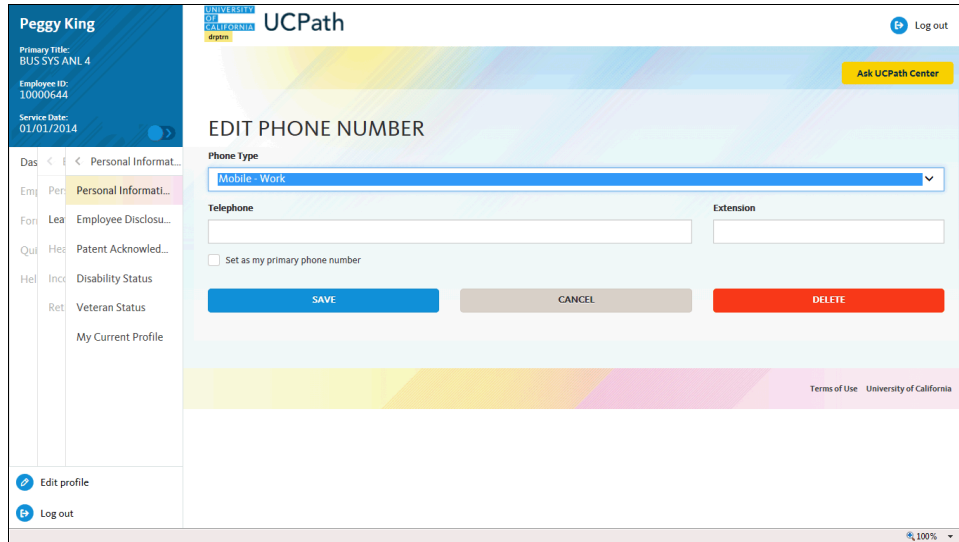




Step	Action
5.	<p>In this example, update your home phone.</p> <p>Click the Expand Phone Numbers button.</p> 
6.	<p>The Business phone numbers and extensions are view-only and cannot be changed or deleted.</p> <p>The gold star identifies your primary phone number. You must select one number as the primary number.</p>
7.	<p>In this example, update your Home phone number.</p> <p>Click the Change Phone Numbers button.</p>
8.	<p>You can click the phone number that you want to update or click the arrow to the right of the phone number field to open the phone number information.</p> <p>For this example, click the Home link.</p>

Step	Action
9.	Use the Edit Phone Number page to update an existing phone number or delete the Phone Type and Telephone Number .
10.	Click in the Telephone field.
11.	To update an existing phone number, delete the current number and enter a new number. Click the Delete button. 
12.	Enter the desired information into the Telephone field. For this example, enter 951/239-7286 .
13.	Click the Save button. 
14.	A confirmation message appears. Click the OK button. 
15.	To add another telephone number, click the Add Phone button. 
16.	Click the button to the right of the Phone Type field. 



Step	Action
17.	For this example, click the Mobile - Work list item. 



Step	Action
18.	Click in the Telephone field.
19.	Enter the desired information into the Telephone field. For this example, enter 951/485-9345 .
20.	You must identify one number as your preferred (primary) number. In this example mark the mobile work phone number as the primary number. Click the Set as my primary phone number option. <input type="checkbox"/> Set as my primary phone number
21.	Click the Save button. 
22.	A confirmation message appears. Click the OK button. 
23.	Notice the Mobile - Work number now appears in your list of phone numbers and is the primary number, indicated by the gold star.

Step	Action
24.	<p>You have updated your home phone number and added a new telephone number in UCPath online.</p> <p>A confirmation email is sent to the primary email address on your account. You can identify your primary email address under Employee Actions > Personal Information > Personal Information Summary.</p> <p>End of Procedure.</p>