

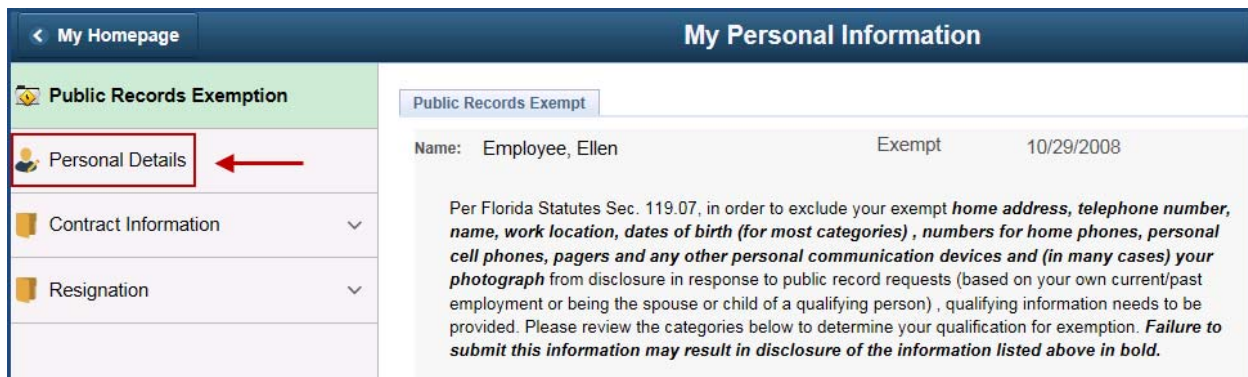
Adding or Changing a Personal Email Address

Self Service allows employees to review and update their personal information, including Personal ***Email Addresses***, when necessary.



1. On your **PeopleSoft** homepage, click on the **My Personal Information** tile.

2. The **My Personal Information** page will display. Click on **Personal Details** on the left menu.



3. Once the **Personal Details** page appears, click on **Contact Details**.



4. The **Contact Details** page will appear displaying the Email Address(es) listed in the system for you.

To change an existing **Email Address**, other than the District Business Email Address, click the arrow to the right of the address. The District Business Email Address can only be changed by the District. (*If your name has changed, please follow the Self Service name change procedures and submit your Social Security card to Human Resources verifying the change. Once processed by HR, the email address will automatically be changed. If there is a typographical error, please submit an Incident Report via eSupport.*)

To add a **Personal Email Address**, click the + icon below **Email**.

Contact Details

Phone

Number	Extension	Type	Preferred	
561/434-1234	41234	Business		>
561/555-5555		Home	✓	>
555/555-5555		Text		>

Email

Email Address	Type	Preferred	
Ellen.Employee@palmbeachschools.org	Business	✓	>
Ellen.Employee@homemail.com	Home		>

Instant Message

No data exists.

5. If changing a *Home* or other *non-Business* Email Address, an **Email Address** popup window will appear displaying the existing information. Highlight the existing **Email Address** and type the new Email Address over the existing Email Address.

Email Address

Email Type: Home

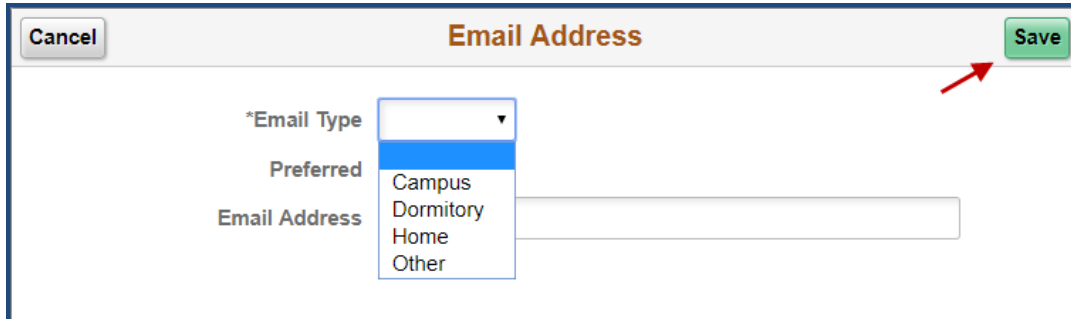
Preferred:

Email Address: Ellen.Employee@homemail.com

6. Click **Save** when finished.

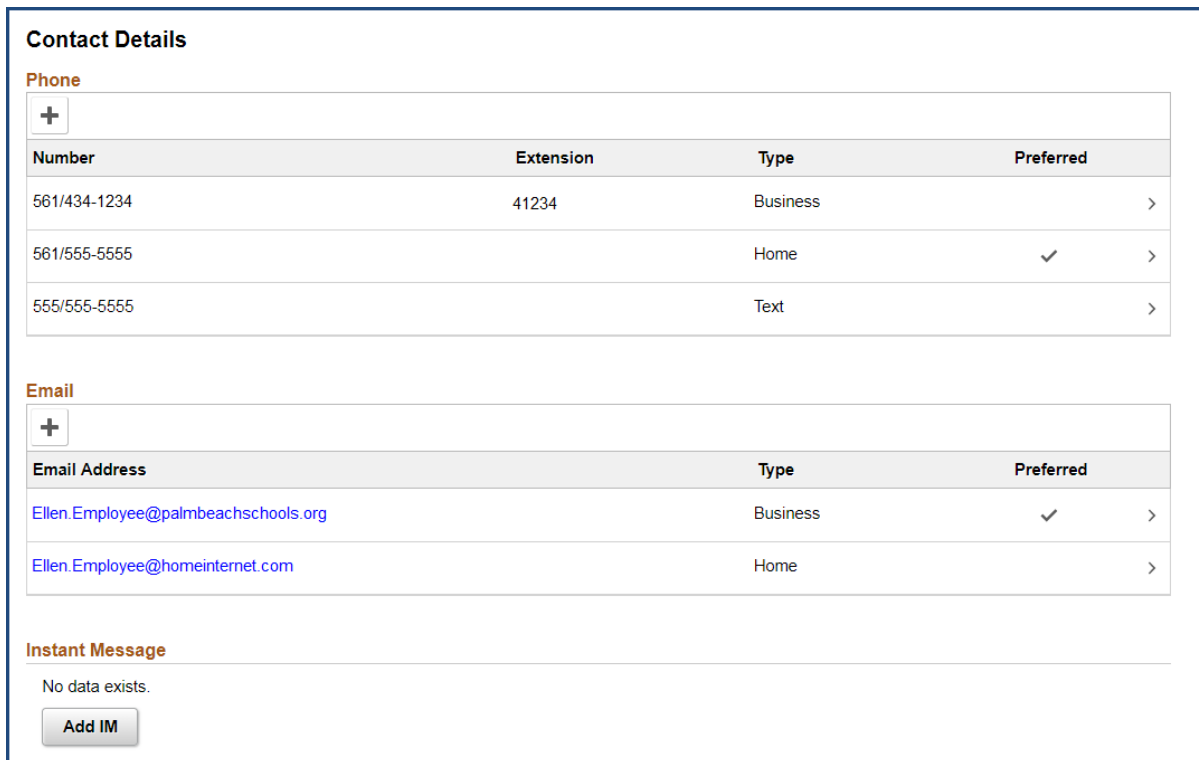
7. If adding a **Personal Email Address**, an **Email Address** popup window will appear.

Choose the **Email Type** from the dropdown menu, then enter the Email Address in the **Email Address field**.



8. Click **SAVE**.

9. Your **Contact Details** page should display any changes you have made.



Phone			
+			
Number	Extension	Type	Preferred
561/434-1234	41234	Business	>
561/555-5555		Home	✓ >
555/555-5555		Text	>

Email		
+		
Email Address	Type	Preferred
Ellen.Employee@palmbeachschools.org	Business	✓ >
Ellen.Employee@homeinternet.com	Home	>

Instant Message

No data exists.

HR CUSTOMER CARE CENTER

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ONE-ON-ONE PERSONAL SERVICE!

*If we cannot answer your question,
we will put you in touch with someone who can.*

NO TIME TO CALL?

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