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Enter or Change Personal Information

Overview Self-service users can view and update their personal information at any time via self-service pages in Core-CT.

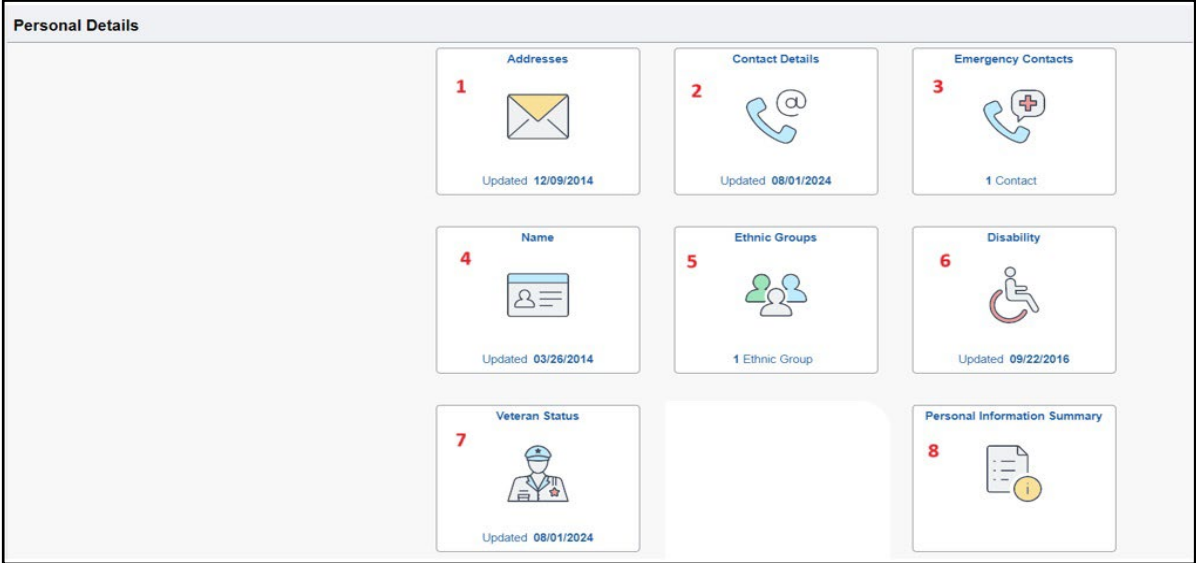

Personal information employees can maintain via self-service pages in Core-CT includes:

- Home/Mailing Addresses (*page 2*)
- Contact Details (*page 4*)
- Emergency Contacts (*page 5*)
- Name (*page 6*)
- Voluntary Self-Identification of Ethnicity (*page 6*)
- Voluntary Self-Identification of Disability (*page 8*)
- Voluntary Self-Identification of Veteran/Military Status (*page 9*)
- Personal Information Summary (*page 10*)

Use this job aid to help update your personal data.

***Note:** Currently, **Business Phone (published)** is being maintained centrally by Human Resources. Please notify HR of any changes needed at hr@uconn.edu.

Process Steps

Step	Action	Screenshot
1	<p>From the Employee Self-Service Home Page, select Personal Details and then select the change type you desire from the Personal Details list below:</p>	 <p>The screenshot shows a grid of personal detail categories. Category 1 is 'Addresses' (envelope icon, updated 12/09/2014). Category 2 is 'Contact Details' (phone and @ icon, updated 08/01/2024). Category 3 is 'Emergency Contacts' (phone and medical cross icon, 1 Contact). Category 4 is 'Name' (ID card icon, updated 03/26/2014). Category 5 is 'Ethnic Groups' (two people icon, 1 Ethnic Group). Category 6 is 'Disability' (wheelchair icon, updated 09/22/2016). Category 7 is 'Veteran Status' (military cap icon, updated 08/01/2024). Category 8 is 'Personal Information Summary' (document and coin icon).</p> <ol style="list-style-type: none"> Addresses - View and make changes to your home address Contact Details - View your business and personal telephone number and email address, make changes to your personal telephone number or email address. Emergency Contacts - View and make changes to your current emergency contact(s). Name - View and make changes to your current name. Ethnic Groups - Self-disclose your ethnicity. Disability - Self-disclose a disability. Veteran Status - Self-disclose your Veteran status. Personal Information Summary - View summary of additional personal data, DOB, Hire Date, & Education Level.
Update Addresses - View and make changes to your home address		
2	Navigation: Personal Details > Addresses	
Step	Action	Screenshot
3	<p>On the Personal Details Summary page, click the arrow under the Home Address (Current) section.</p>	 <p>The screenshot shows the 'Home Address' section with the address '123 Main Street, Hartford, CT 12345' and a 'Current' label. A right-pointing arrow button is visible to the right of the address. Below it is the 'Mailing Address' section, which states 'No Mailing Address exists.' and has an 'Add Mailing Address' button.</p>

Step	Action	Screenshot
4	On the Home Address page, update as needed and click Save .	
5	Click Add Mailing Address to add an additional mailing address.	
6	Enter the new address and click Save .	

Step	Action	Screenshot
7	Updated and/or additional mailing addresses display.	<p>The screenshot shows the 'Personal Details' page. On the left is a navigation menu with 'Addresses' selected. The main content area displays two address entries: a 'Home Address' (123 Main Street, Hartford, CT 12345) marked as 'Current', and a 'Mailing Address' (1 Main Street, Storrs, CT 06269) with a date of 'As of 11/07/2024' and a status of 'Submitted for Approval'.</p>


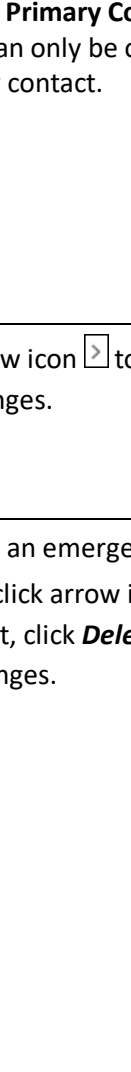
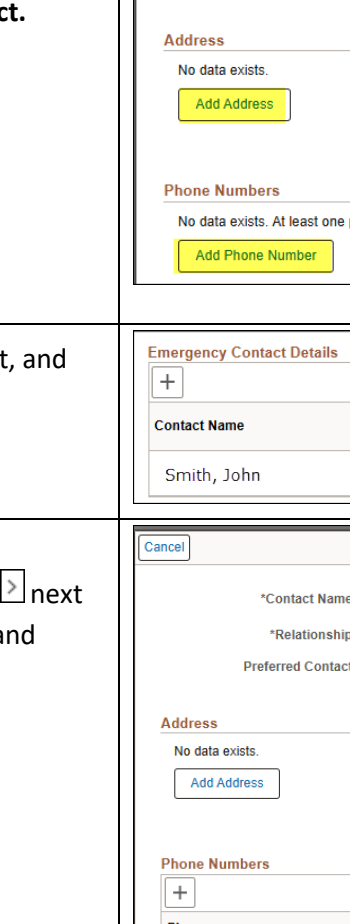

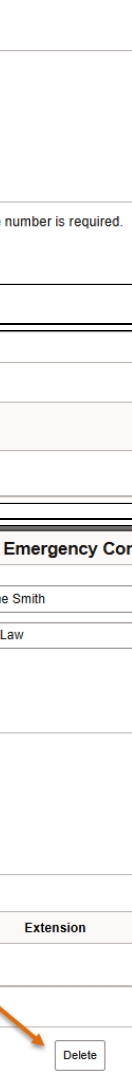

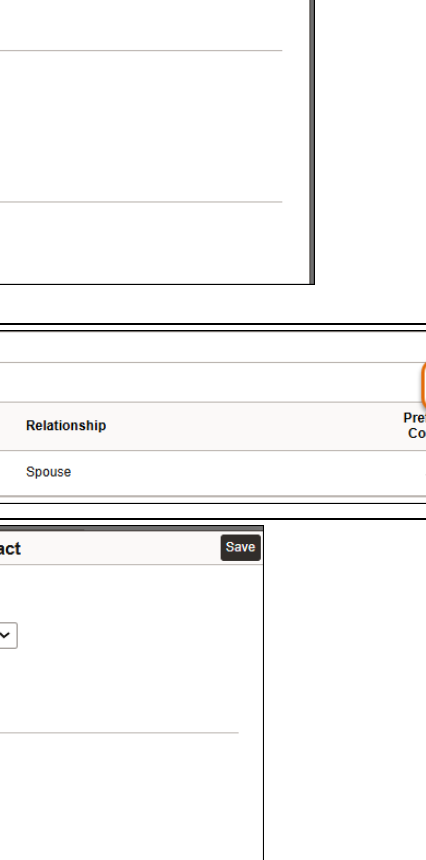
Update Contact Details - View your business and personal telephone number and email address, make changes to your personal telephone number or email address.



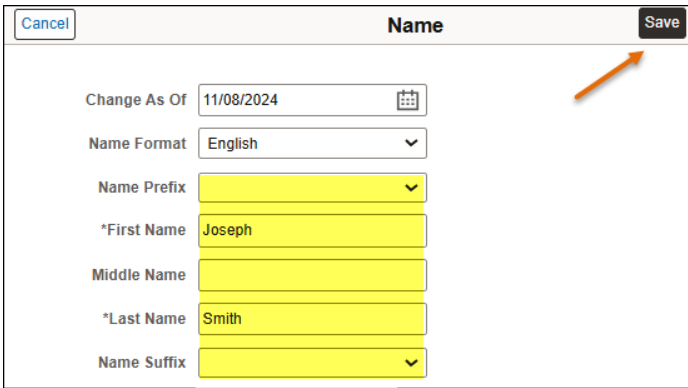
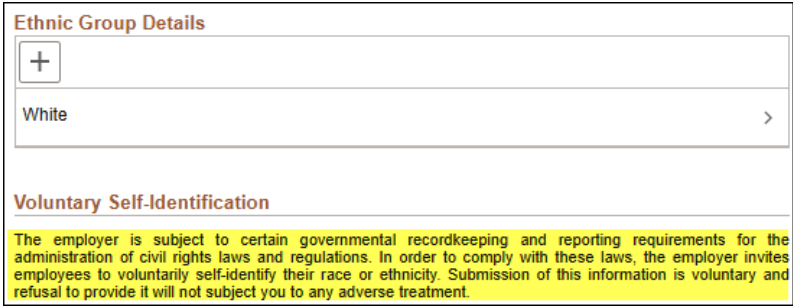

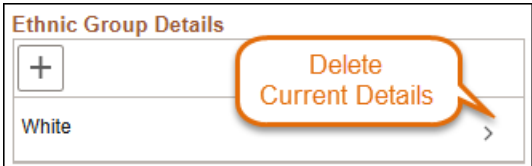
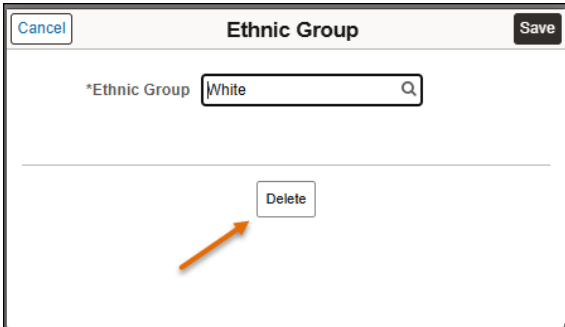
8 Navigation: **Main Menu > Personal Details > Contact Details**




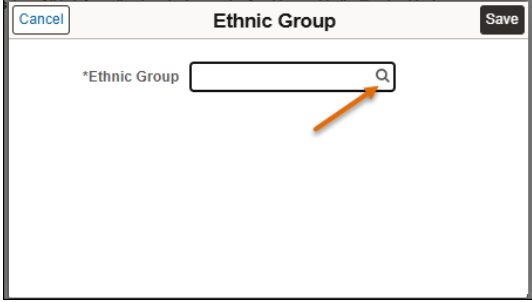
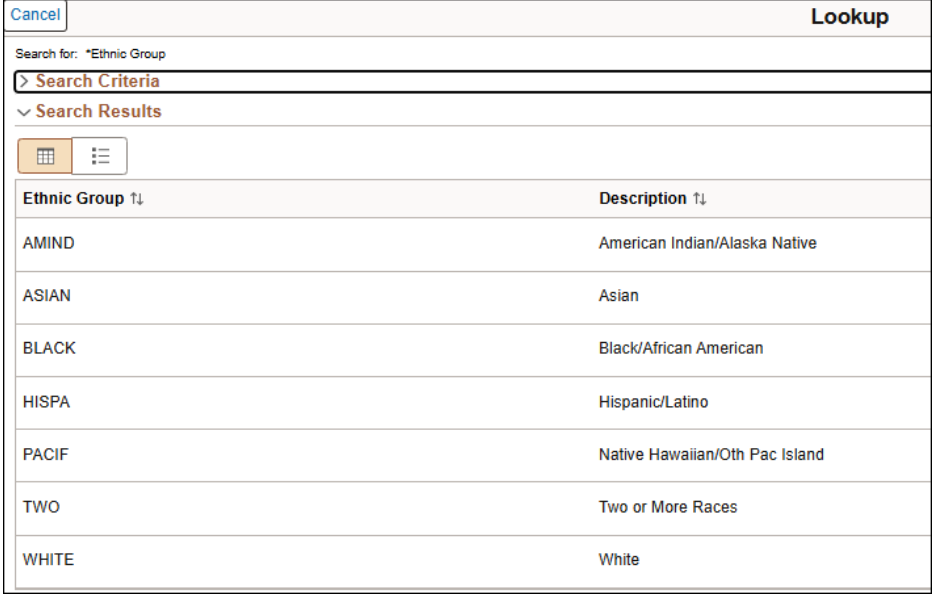
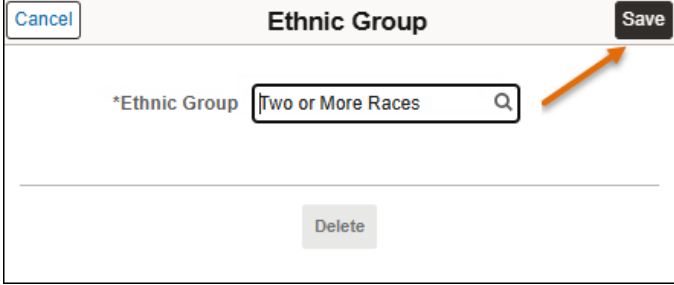
Step	Action	Screenshot
9	On the Contact Details page, click the plus icon to add new.	<p>The screenshot shows the 'Contact Details' page. The 'Phone' section has a plus icon with an 'Add' callout. Below it is a table with columns: Number, Extension, Type, Preferred. Two entries are shown: 860/486-1234 (Business) and 860/857-1234 (Main). The 'Email' section also has a plus icon with an 'Add' callout. Below it is a table with columns: Email Address, Type, Preferred. One entry is shown: doil.core.emailtest@ct.gov (Business).</p>

10	Enter the new <i>contact details</i> by selecting <i>*Type</i> from the drop down, and the applicable fields. Check <i>Preferred</i> if applicable, and click Save .	<p>Two screenshots of edit forms. The left one is for 'Phone Number' with fields for Type (set to Mobile), Preferred (checkbox), Number (860/857-1234), and Extension. The right one is for 'Email Address' with fields for *Email Type (dropdown), Preferred (checkbox), and Email Address.</p>
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11	Click arrow icon to edit, and save changes.	<p>The screenshot shows the 'Contact Details' page with the phone table from step 9. An 'Edit' callout points to the right arrow icon next to the 860/857-1234 entry.</p>
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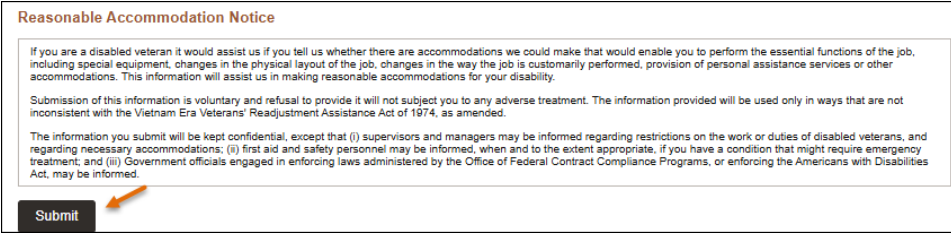
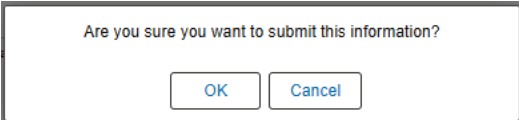
Update Emergency Contacts - View and make changes to your current emergency contact(s).		
Step	Action	Screenshot
12	Navigation: Personal Details > Emergency Contacts	
13	On the Emergency Contact Details page, click the plus icon  to add new.	
14	On the Emergency Contacts page, add the contact information accordingly. <ul style="list-style-type: none"> • Select a Primary Contact. There can only be one primary contact. 	
15	Click arrow icon  to edit, and save changes.	
16	To delete an emergency contact, click arrow icon  next to contact, click Delete , and Save changes.	

Update Name - View and make changes to your current name.		
17	Navigation: Personal Details > Name	
Step	Action	Screenshot
18	On the Name Details page, click the arrow icon  to edit.	
19	Update information accordingly, and click Save .	
Update Ethnic Groups - Self-disclose your ethnicity		
20	Navigation: Personal Details > Ethnic Groups	
Step	Action	Screenshot
21	On the Ethnic Group page, read the ethnicity disclosure information. Note: When correcting ethnicity group selections, delete the original entry first – then add new.	
22	Click arrow icon  to delete entry.	
23	Click Delete and confirm you want to delete by selecting Yes .	

Step	Action	Screenshot																
24	Click Add an Ethnic Group to add a new entry, or the plus icon  to add an additional entry.																	
25	Click the lookup icon  .																	
26	Select the Ethnic Group from <i>Search Results</i> .	 <table border="1"> <thead> <tr> <th data-bbox="638 940 764 961">Ethnic Group</th> <th data-bbox="1214 940 1321 961">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="638 989 699 1010">AMIND</td> <td data-bbox="1214 989 1435 1010">American Indian/Alaska Native</td> </tr> <tr> <td data-bbox="638 1037 688 1058">ASIAN</td> <td data-bbox="1214 1037 1256 1058">Asian</td> </tr> <tr> <td data-bbox="638 1085 695 1106">BLACK</td> <td data-bbox="1214 1085 1382 1106">Black/African American</td> </tr> <tr> <td data-bbox="638 1134 688 1155">HISPA</td> <td data-bbox="1214 1134 1321 1155">Hispanic/Latino</td> </tr> <tr> <td data-bbox="638 1182 688 1203">PACIF</td> <td data-bbox="1214 1182 1442 1203">Native Hawaiian/Oth Pac Island</td> </tr> <tr> <td data-bbox="638 1230 678 1251">TWO</td> <td data-bbox="1214 1230 1354 1251">Two or More Races</td> </tr> <tr> <td data-bbox="638 1278 695 1299">WHITE</td> <td data-bbox="1214 1278 1256 1299">White</td> </tr> </tbody> </table>	Ethnic Group	Description	AMIND	American Indian/Alaska Native	ASIAN	Asian	BLACK	Black/African American	HISPA	Hispanic/Latino	PACIF	Native Hawaiian/Oth Pac Island	TWO	Two or More Races	WHITE	White
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27	Click Save .																	

Update Voluntary Self-Identification of a Disability - Self-disclose a disability		
Step	Action	Screenshot
28	Navigation: Personal Details > Disability	
29	<p>On the Voluntary Self-Identification of Disability page, review the purpose of the form.</p> <p>Scroll to the bottom of the form.</p>	
Step	Action	Screenshot
30	<p>Under the How do I know if I have a disability section, review what is considered a disability.</p> <p>When you are ready to self-identify your disability status, select one of the following:</p> <ul style="list-style-type: none"> • Yes, I have a disability • No, I don't have a disability • I don't wish to answer 	
31	Click Submit .	
32	Confirm your submission.	

Update Voluntary Self-Identification of Veteran and Military Status - Self-disclose your Veteran status		
Step	Action	Screenshot
33	Navigation: Personal Details > Veteran Status	
34	<p>On the Veteran Status page, read the definitions information.</p>	<p>▼ Definitions</p> <p>This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:</p> <ul style="list-style-type: none"> A "disabled veteran" is one of the following: <ul style="list-style-type: none"> a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12965. <p>Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.</p>
35	<p>Under the Self-Identification section, review the University's requirement to report employees belonging to each specified "protected veteran" category.</p> <p>If you believe you belong to any of the categories of protected veterans listed, select one of the following:</p> <ul style="list-style-type: none"> I belong to the following classifications of protected veterans (choose all that apply): I am a protected veteran, but I choose not to self-identify the classifications to which I belong. I am NOT a protected veteran. I am NOT a veteran. <p>When selecting the first category, select all the classifications of protected veterans which apply.</p> <p>When selecting a category other than I am NOT a veteran, enter Military Discharge Date in the field by clicking on the calendar icon.</p>	<p>Self-Identification</p> <p>As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.</p> <p><input type="radio"/> I belong to the following classifications of protected veterans (choose all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Recently Separated Veteran <input type="checkbox"/> Active Duty Wartime or Campaign Badge Veteran <input type="checkbox"/> Armed Forces Service Medal Veteran <p><input type="radio"/> I am a protected veteran, but I choose not to self-identify the classifications to which I belong.</p> <p><input type="radio"/> I am NOT a protected veteran.</p> <p><input type="radio"/> I am NOT a veteran.</p> <p>Military Discharge Date <input type="text"/></p> <hr/> <p><input checked="" type="radio"/> I belong to the following classifications of protected veterans (choose all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disabled Veteran <input checked="" type="checkbox"/> Recently Separated Veteran <input type="checkbox"/> Active Duty Wartime or Campaign Badge Veteran <input type="checkbox"/> Armed Forces Service Medal Veteran <hr/> <p>Self-Identification</p> <p>As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.</p> <p><input type="radio"/> I belong to the following classifications of protected veterans (choose all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Recently Separated Veteran <input type="checkbox"/> Active Duty Wartime or Campaign Badge Veteran <input type="checkbox"/> Armed Forces Service Medal Veteran <p><input type="radio"/> I am a protected veteran, but I choose not to self-identify the classifications to which I belong.</p> <p><input type="radio"/> I am NOT a protected veteran.</p> <p><input type="radio"/> I am NOT a veteran.</p> <p>Military Discharge Date <input type="text"/></p>

Step	Action	Screenshot
36	<p>At the bottom of the page, review the Reasonable Accommodation Notice.</p> <p>When you are ready to self-identify your veteran status, click Submit.</p>	 <p>Reasonable Accommodation Notice</p> <p>If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.</p> <p>Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.</p> <p>The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.</p> <p>Submit</p>
37	<p>Confirm your submission.</p>	 <p>Are you sure you want to submit this information?</p> <p>OK Cancel</p>
<p>Personal Information Summary - View summary of additional personal data, DOB, Hire Date, & Education Level.</p>		
38	<p>Navigation: Personal Details > My Current Profile</p> <p><i>Note: Contact the Human Resources department if any of your Employee Information is incorrect.</i></p>	