PeopleSoft Human Capital Management (HCM)
Update Preferred Email
Job Aid

Employee Self Service (ESS)
Updating Preferred Email

This job aid demonstrates making a preferred email address change.

Note: Before making changes to Martial Status, Date of Birth, Gender, or Name, under Personal Information please contact your Human Resources representative for assistance as updating these may trigger an event which could potentially place benefits on hold until the issue is cleared by HR.

Updating Personal Details

1. Log into PeopleSoft using your credentials.
2. The **Self-Service page** is displayed.

   *Note: Ensure **Employee Self-Service** (ESS) is selected.*

3. **Select** the **Personal Details Tile**.
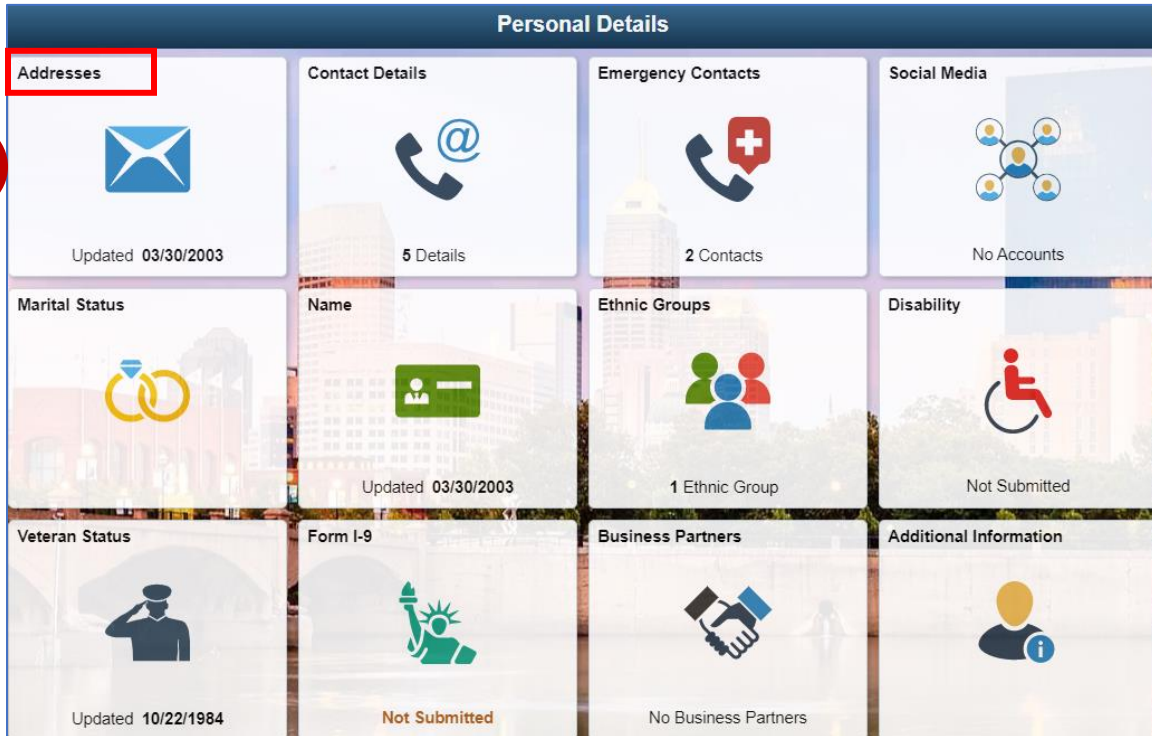
The **Personal Details** page is displayed. From this page, employees can open various tiles to review, edit, or update their varying personal information. This job aid will demonstrate one example of making a preferred email change.

4. **Select** the **Addresses** tile.

5. Next, **select** the **Contact Details Tab** to open the page where you will select the **Plus** option under **Email** to populate the pop-up box to add email address.

6. Next, select the **Email Type** from the drop down, select the **Preferred** checkbox and enter your **Email Address** you prefer system notifications to be sent. **Select** the **Save** button when finished to complete this procedure

7. When updating **Emergency Contact Information**, the steps are the similar to adding **Email Address** steps but select the **Emergency Contacts Tab** from the left side menu.

End of Procedure

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