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Personal Information

Using PeopleSoft eProfile through the eCampus internet portal, you can conveniently review, add, update and delete (where appropriate) your personal information in the Human Resources database. The personal information contained in this section of the application includes:

♦ Name
♦ Home Address
♦ Phone Numbers
♦ Emergency Contacts
♦ Email Addresses

Below is the Personal Information main menu. You can access this page by clicking the HR Self-Service link in the Portal. Next, click on the Personal Information link and then the Personal Info Home link. Following are brief descriptions and instructions for using the Personal Information pages in eCampus.
View Personal Information

This link from the ‘Personal Information’ menu opens the Personal Information summary page where you can review all personal information in one place. Yellow push buttons* on this page provide quick access to the various transactions you can make. The same transactions can be made individually directly from the main menu. Specific instructions on how to use those pages can be found under the individual headings below.

* Yellow Push Buttons
Emergency Contacts Page

In case of an emergency on campus, Human Resources needs to know who you want us to contact on your behalf. This information can be critical and it is important that we have the most accurate information. You can access the Emergency Contacts page from either the Personal Information menu page (shown on page 2) or the yellow push button on the Personal Information summary page (shown in box 3 on page 3).

You may review the detail associated with each contact by clicking on the Contact Name. Please follow the instructions below to add, update or delete your emergency contact information.
**Edit an Existing Emergency Contact**

To edit an existing Emergency contact, click the yellow EDIT button to the right of the person’s name. This will open the Emergency Contact Detail page where you can change the name, address and phone number of your contact.

![Emergency Contacts screenshot](image)

**Address Check Box**

There is an important note about the address check box for your contact. If you select the box that reads “Check here if this contact has the same address/phone number as the employee” the address will default to the employee’s Home Address and Primary Phone number. Since you have the option of choosing your Primary Phone number, please keep in mind that when you do so, that number may default to the phone number for your emergency contact.
Delete an Existing Emergency Contact

To delete an existing emergency contact, click the yellow DELETE button to the right of the person’s name. You will then be asked to confirm the name of the person you want to delete as an emergency contact. Click either Yes-Delete or No-Do Not Delete.

Add a new Emergency Contact

To add a new Emergency Contact, click on the yellow push button shown above. This, again, will open the Emergency Contact Detail page (shown on page 5) where you specify the name, address and phone number of the person you want to add to your contact list. Be sure to click the yellow SAVE button at the bottom of the page to save all your changes to the database.
Phone Numbers

The Phone Numbers page allows you to review, update, add or delete personal telephone numbers. You may maintain multiple types of numbers including Main, Business and Cellular numbers. You can access the Phone Numbers page from either the Personal Information menu page (shown on page 2) or the yellow push button on the Personal Information summary page (shown in box 2 on page 3).

Please be sure that one of your phone numbers is checked as Primary Phone. We recommend that your Primary Phone be your home phone number and be set with the Phone Type of “Main.”

![Phone Numbers page - Microsoft Internet Explorer](image)

**Phone Numbers**

Antonio Santos

Enter your phone numbers below and indicate your primary contact phone number by checking the Primary Phone checkbox.

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Telephone</th>
<th>Primary Phone</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>325/667-2341</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cellular</td>
<td>325/123/4557</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Add a Phone Number

* Save

* Required Field

**Edit an Existing Phone Number**

To edit an existing phone number, you can make changes directly on the Phone Numbers page shown above. Be sure to click the yellow SAVE button at the bottom left when you are finished to properly save the changes you’ve made.

**Delete an Existing Phone Number**

To delete a phone number, click the yellow DELETE button to the right of the number you want to delete. See above image for location of this button. You will then be asked to confirm the phone number. Click either Yes-Delete or No-Do Not Delete.
Add a new Phone Number

To add a new phone number to your record, click on the yellow push button shown above. This will add a blank row below any phone numbers already listed. Please choose the appropriate type, enter the phone number and click the yellow SAVE button at the bottom left of the page to properly record your new phone number.

Contact Information

Home/Mailing Addresses

You will have access to review and edit both your Home and Mailing address. Your Home Address should list the physical location of your home. This should not be a post office box number. Your Mailing Address should be the address where you want your University related mail delivered, including pay advices/checks and W-2 forms.

You can access the Home/Mailing Addresses page from either the Personal Information menu page (shown on page 2) or the yellow push button on the Personal Information summary page (shown in box 2 on page 3).

Change Home/Mailing Addresses

At the bottom of the Home/Mailing Address page you will find a link that says Update or correct your current address. Click on this link to access the Change Home and Mailing Addresses page. Make the necessary changes to your home and/or mailing address on this page and be sure to click the yellow SAVE button at the bottom of the page to properly save your new address.

*PLEASE NOTE*

If you change your home address online, it DOES NOT change your address with any benefit vendors. Please refer to the Human Resources Information page of the Portal for a list of vendor contacts.
Email Addresses

The Email Addresses page allows you to review, update, add or delete personal email addresses. You may maintain multiple types of email addresses including Business and Home addresses. You can access the Email Addresses page from either the Personal Information menu page (shown on page 2) or the yellow push button on the Personal Information summary page (shown in box 3 on page 3).

*PLEASE NOTE*
Your Campus email address is your primary email address for all Santa Clara University related business. Any business related emails will be sent to this address. This address cannot be changed or deleted.

Add an Email Address

To add an email address to your record, click on the yellow push button shown above. This will add a blank row below any email addresses already listed. Please choose the appropriate type, enter the email address and click the yellow SAVE button at the bottom left of the page to properly record your added email address.

Delete an Email Address

To delete an email address, click the yellow DELETE button to the right of the address you want to delete. See above image for location of this button. You will then be asked to confirm the address you want to delete. Click either Yes-Delete or No-Do Not Delete.