

My Contact Information

Last Modified on 03/13/2024 10:56 am CDT

PATH: *Employee Self Service > My Contact Information*

This functionality is only available to districts who have purchased Human Resources.

The My Contact Information tab allows you to view your contact information like your household(s), address and emergency contacts.

My General Information	My Contact Information	My Employment Information	My Qualification
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My Contact Information

Households & Addresses

Household Name <input type="text" value="Campus"/>	Home Phone (555) 156 - 3324 x <input type="text"/>
Primary Address 123 MAIN STREET METRO CITY MN 55434	Secondary Address

Work Information

Work Phone Number () - - x	Work Email <input type="text"/>
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Personal Information

Other Phone Number (555) 178 - 6172 x	Personal Email <input type="text"/>
Cell Phone Number (555) 625 - 7744 x	Pager () - - x

Emergency Contacts

Joe Campus -- Phone: (555)555-7500
[Hide Details](#)

First Name <input type="text" value="Joe"/>	Last Name <input type="text" value="Campus"/>	Relationship Type Spouse: Spouse
Phone Number (555) 555 - 7500 x	Alternate Phone Number () - - x	
Address		Comments/Contact Instructions (max 100 characters) <input type="text" value="Weekdays only"/>

Jane Campus -- Phone: (555)555-2160
[Show Details](#)

My Contact Information Tab Example