### How to Update Your Personal Info from Employee Self Service

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<td>In this Document, we will review how to make changes to your own personal data.</td>
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<td>From the Employee Self Service page, click on the <strong>UPDATE NAME AND CONTACT</strong> tile.</td>
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| 3    | This process can be used to change your **FIRST, MIDDLE, LAST NAME** or **SUFFIX**.  

Note: The name entered must exactly match the name on your Social Security Card. If these fields are changed, a copy of your Social Security Card will be required as an attachment to the form. The form cannot be submitted without this attachment. |
| 4    | If you would like to go by a different name than what is on your SSN card, a **PREFERRED FIRST NAME** can be entered. |
A Home and a Mailing address are required for all employees. **HOME ADDRESS** is where you will receive all mail from the University such as W-2 tax form, insurance information, and any paper paychecks. **MAILING ADDRESS** will only be used by university if mail is returned from your Home Address. Use the field on each row to insert or update your address.

If your Home address is the same as the mailing address, click the slider for **SAME AS HOME?** to Yes on the Mailing address row.

If the home or mailing address is located outside of the United States, select the country in the grid. An **International Address** segment will display below to gather the international address. Be sure to enter the full international address—street address, city, country, postal code. **NOTE:** The university cannot mail paychecks to international addresses. If you live/work outside the US, you must use Direct Deposit to a US bank.

The phone numbers that you list are important as they are used as part of the University’s Emergency Communication System.

**CELL PHONE, HOME PHONE** and **CAMPUS PHONE NUMBERS** can be entered on the form.
If the campus phone number is entered as 405/271-8000 or 405/271-8001, a **CAMPUS PHONE EXTENSION** will be required. If you do not have a campus phone number, enter your department’s main telephone number.

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7. Enter personal email address in the **PERSONAL EMAIL ADDRESS** field. Your personal email address will not be used for regular university business. It may be used as an alternate way to contact you in the event that you no longer work at the university.

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8. A Social Security Card attachment is required if the First, Middle or Last name is changed.

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9. Click **SUBMIT** to process these updates.