AlertMe Faculty & Staff Contact Information Update
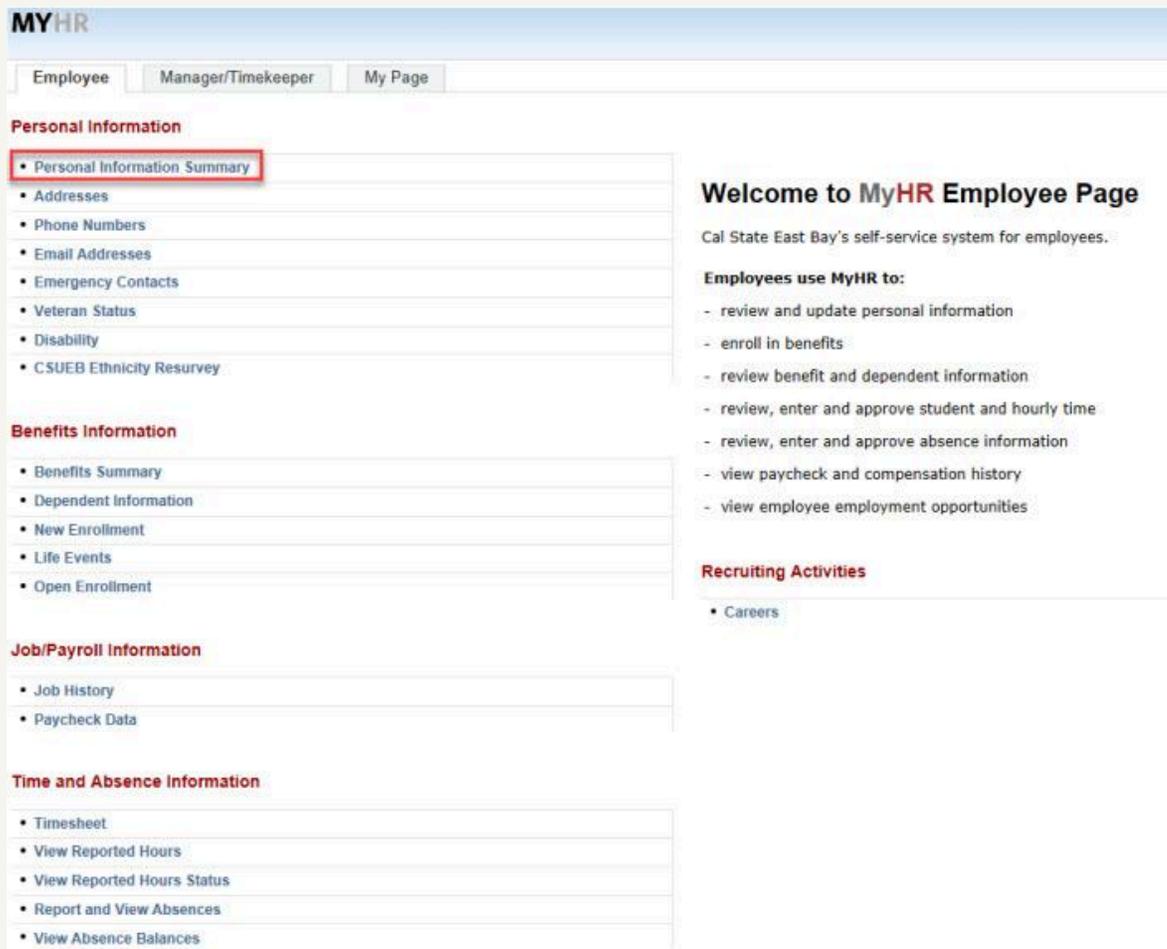
1. Log into MyHR.

2. Select **Personal Information Summary**.

3. Click the **Change phone numbers** button to add, delete or update a *non-business* phone type. "Home" and "Business" phones will get a recorded message and "Mobile" phones may get text messages. Standard text messaging rates may apply.

MYHR

Personal Information

Princess Jasmine

Name

Legal Name	Princess Jasmine
Preferred Name	Princess Jasmine

To change your legal name, please visit the Payroll Office and provide the appropriate documentation to make the change. Preferred name changes can be submitted through our campus directory Request a Change link.

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Business	510/885-7647		☐
Home	510/555-1212		☑

[Change phone numbers]

Email Addresses

Email Type	Email Address	Preferred
Business	stepbystep@csueastbay.edu	☑
Home	r8derette@me.com	☐

[Change email addresses]

4. Click **Add a Phone Number** to add a new or edit an existing phone type.

Phone Numbers

Phone Type	*Telephone	Extension	Preferred	
Business	510/885-7647		☐	
Home	510/555-1212		☑	[Delete]

[Add a Phone Number]

5. Select the appropriate type from the drop-down list, enter a new contact number or update existing phone number, and click **Save**. Please note: Business and On-Campus phone types cannot be marked as preferred.

Phone Numbers

Princess Jasmine

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

Phone Numbers

Phone Type	*Telephone	Extension	Preferred	
Business	510/885-7647		☐	
Home	510/555-1212		☑	Delete
Mobile	510/885-3000		☐	Delete

Add a Phone Number

* Required Field

Save

Return to Personal Information

6. Select the **Return to Personal Information** hyperlink to return to the Employee tab.

7. Click the **Change email addresses** button to add, update or delete a *non-business* or *on-campus* email.

MYHR

Personal Information

Princess Jasmine

Name

| Legal Name | Princess Jasmine |
| Preferred Name | Princess Jasmine |

To change your legal name, please visit the Payroll Office and provide the appropriate documentation to make the change. Preferred name changes can be submitted through our campus directory Request a Change link.

Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Business	510/885-7647		☐
Home	510/555-1212		☑

[Change phone numbers]

Email Addresses		
Email Type	Email Address	Preferred
Business	stepbystep@csueastbay.edu	☑
Home	r8derette@me.com	☐

[Change email addresses]

8. Click the **Add an Email Address** button to add a new email.

Email Addresses			
*Email Type	Email Address	Preferred	
Business	stepbystep@csueastbay.edu	☑	
Home	r8derette@me.com	☐	Delete

[Add an Email Address]

9. Select the appropriate type from the drop-down list, enter a new email address or update existing email address and click **Save.**
Please note: Your CSUEB Business email will always be marked as preferred.

Email Addresses

Princess Jasmine

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

Email Addresses

Email Type	Email Address	Preferred
Business	stepbystep@csueastbay.edu	☑
Home	r8derette@me.com	☐

Add an Email Address

* Required Field

Save

Return to Personal Information

10. Select the **Return to Personal Information** hyperlink to return to the Employee tab.