

## SELF-SERVICE PERSONAL INFORMATION CHANGE INSTRUCTIONS

If you are an active employee, you can update your Personal Information (ie. Home address and phone number(s)).

To update changes to your personal information in Self- Service, go to the LHSC main intranet page:

Click on "**Programs and Services**"

Click on "**Human Resources**" for the department

Under Quick Links to the right of the page, click on "**Launch myHR**"

Log in to myHR with your network login (userid and password)

Click on "**Personal Information**"

**To change your home address information**, click on: "**Home Address**" from the "**Personal Information**" page

Click on the pencil icon under the "**Edit**" column and make the necessary changes. You can post-date the change of address for a future date or leave as of the date of the change.

Click "**Save**" at the bottom of the page once you've made your changes to your address.

**To change your phone number(s)**, click on "**Phone Numbers**" from the "**Personal Information**" page, Make the necessary phone number changes and don't forget to click "**Save**"

If you are adding a phone number, click on the "**Add Phone Number**" button and then click "**Save.**"

**Please note:**

1. Everyone **must** have ONE Preferred Phone Number (check the box beside your preferred number)