

SELF-SERVICE PERSONAL INFORMATION CHANGE INSTRUCTIONS

****You can not change your address by “Self-Service”
until After July 1st**

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.