**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)