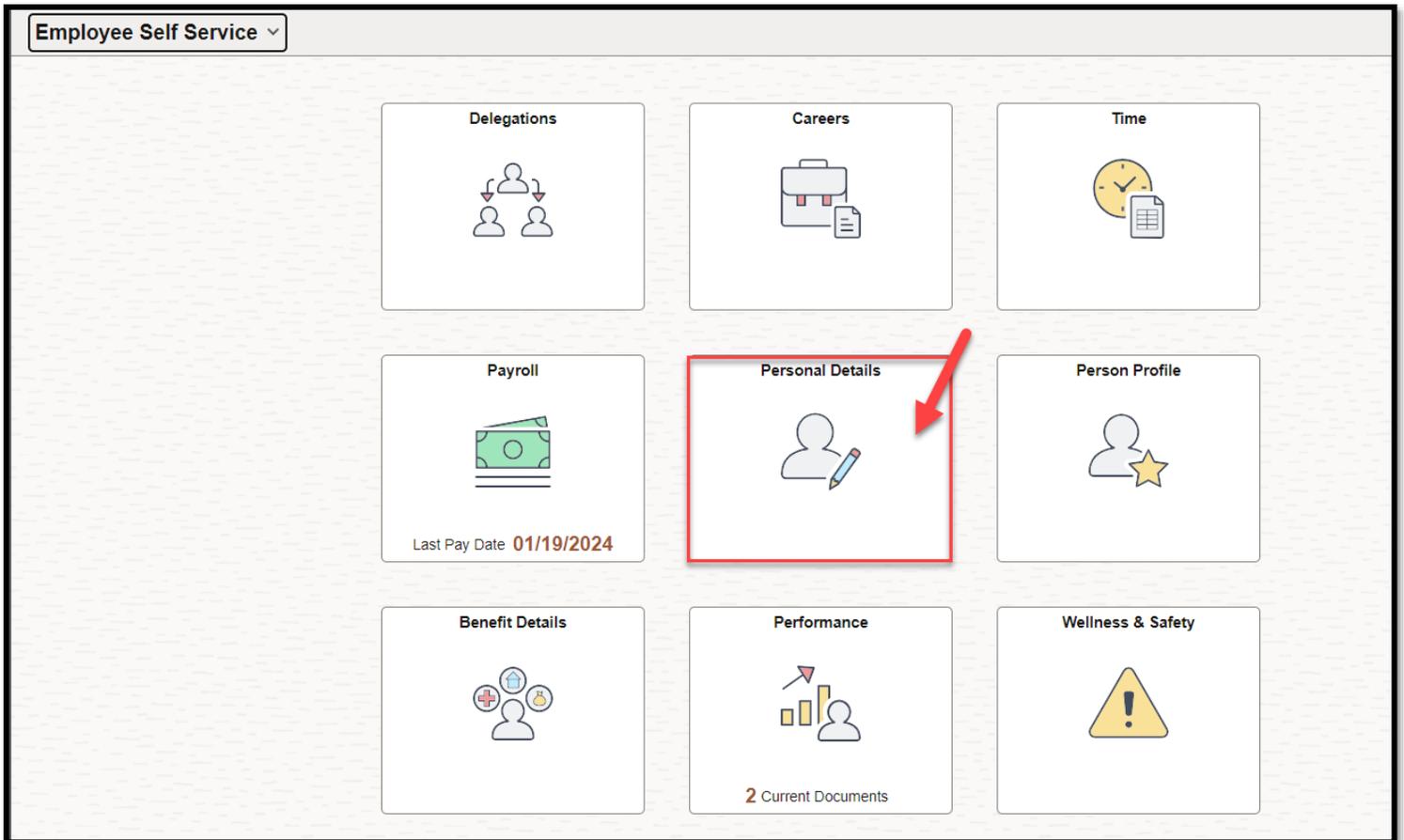
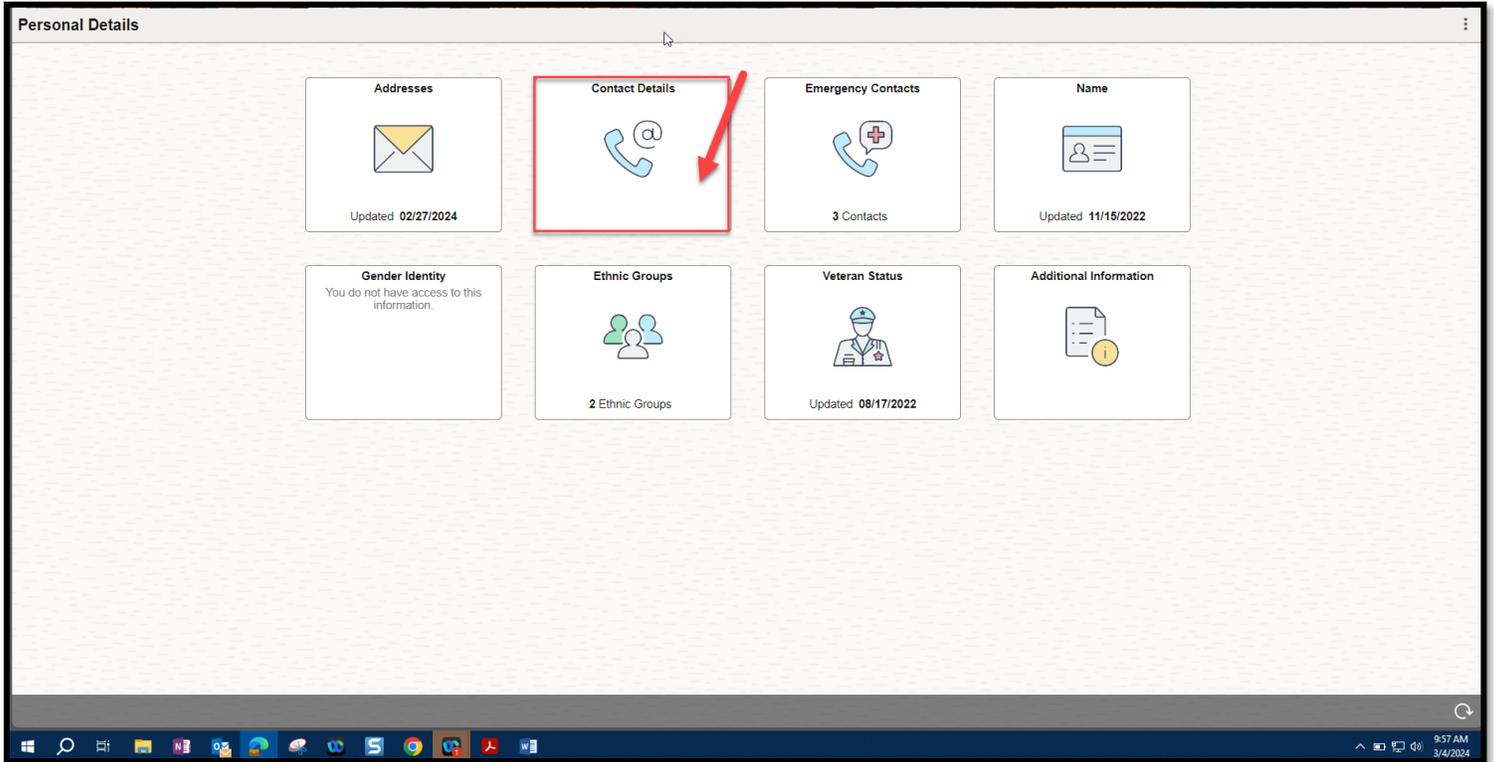


How to Add Your Phone Number via Employee Self Service

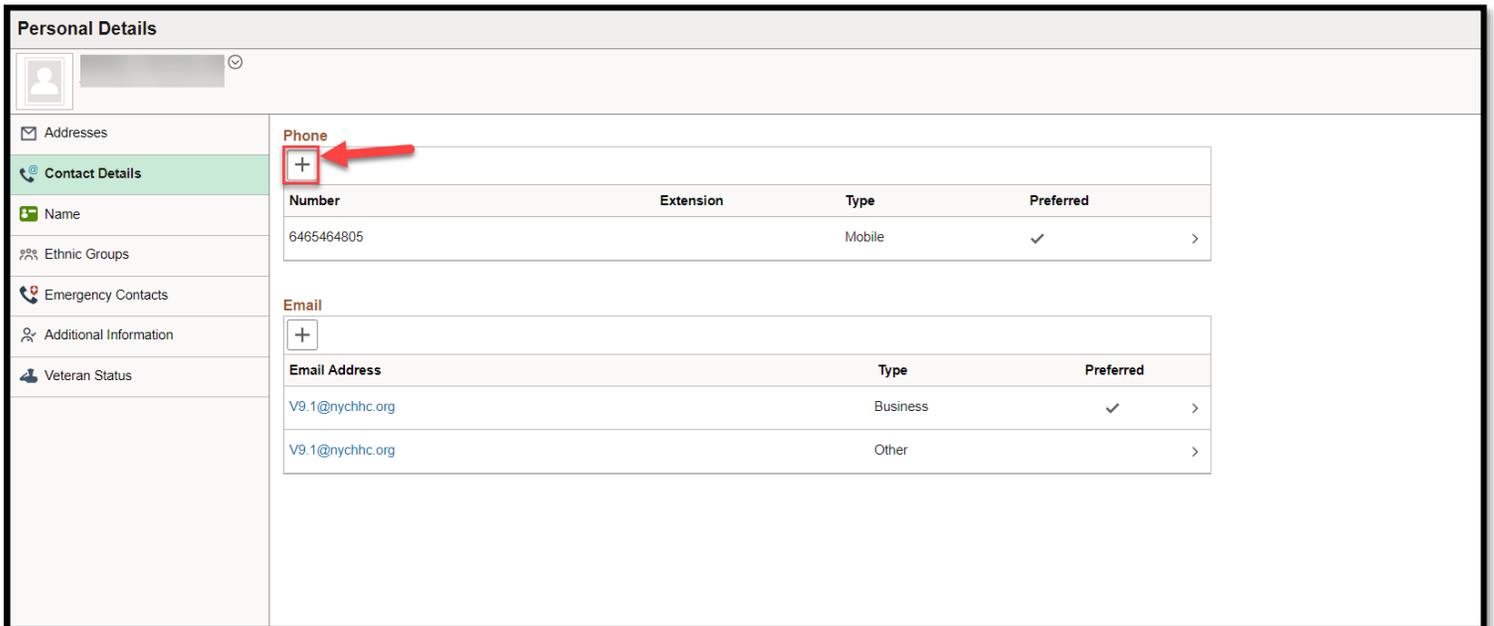
1. After successfully logging into PeopleSoft, click on the **Personal Details** tile.



2. On the “Personal Details” Page, click on the **Contact Details** tile.



3. Click on the **Plus Sign** under **Phone** to add a new number.



4. A Pop-Up window will appear. Add the **type** of number you are entering and the **10-digit phone number**. You can also check the **preferred** box to indicate whether this is your preferred contact number. Click on the **Save** button once you are finished.

The screenshot shows a 'Personal Details' form with a 'Phone Number' pop-up window. The pop-up window has a 'Cancel' button on the left and a 'Save' button on the right. It contains the following fields:

- *Type: Home (dropdown menu)
- Preferred: (checkbox)
- Number: 8259563345 (text input)
- Extension: (empty text input)

The background form shows a 'Phone' section with a table of phone numbers. The table has columns for 'Number', 'Extension', 'Type', and 'Preferred'. The 'Preferred' column has a checkmark and a right arrow. The 'Phone Number' pop-up window is centered over the table.

5. A “You have successfully added your “PhoneTypeHere” phone” message will appear on the top of the screen. Your phone number should now appear on the page under the **Number** section.

Personal Details



- ✉ Addresses
- 📞 Contact Details
- 👤 Name
- 👥 Ethnic Groups
- 🚑 Emergency Contacts
- 🔍 Additional Information
- 👤 Veteran Status

Phone

+

Number	Extension	Type	Preferred	
		Mobile	✓	>
8259563345		Home		>

Email

+

Email Address	Type	Preferred	
V9.1@nychhc.org	Business	✓	>
V9.1@nychhc.org	Other		>

You have successfully added your phone number!