

VIEWING AND SUBMITTING PERSONAL INFORMATION CHANGES

1. Access HR PORTAL: www.ozarktigers.org (For Staff>HR Portal)



Use your User ID and Password assigned to you by the Human Resources Department. If you have not received that information, try clicking on the forgot link to have login information emailed to you. If you are still unable to access that information, email Morgan Hall morganhall@ozarktigers.org or Caitlin Cope caitlincope@ozarktigers.org.

2. Click “Submit Personal Info Changes”



3. When submitting information changes, DO NOT TYPE YOUR NAME IN THE NAME BOXES. Address changes should be submitted in ALL CAPS without punctuation.

*If you have a name change, contact Morgan Hall morganhall@ozarktigers.org or Caitlin Cope caitlincope@ozarktigers.org

*DO NOT TYPE IN YOUR NAME WHEN SUBMITTING A PERSONAL INFORMATION CHANGE!

ADDRESS CHANGES: ALL CAPS NO PUNCTUATION

Current Personal Information

Name and Address	Your Name Street City, State Zip
Phone Number	Your Phone Number(s)
Cell Phone Number	
Phone Ext	
Email Address	Your_email@you.com

Enter Personal Information Changes

START HERE
Remember, use ALL
CAPS for address
changes



First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text"/> (Jr., Sr., II, III, etc.)
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone (999)999-9999	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Cell Phone (999)999-9999	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Phone Ext.	<input type="text"/>
Email Address	<input type="text"/>
Effective Date (mm/dd/yyyy)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Routing *	--Select a Route--
<input type="button" value="Submit"/>	

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- Once you have filled out your information, choose the Human Resources routing then submit!