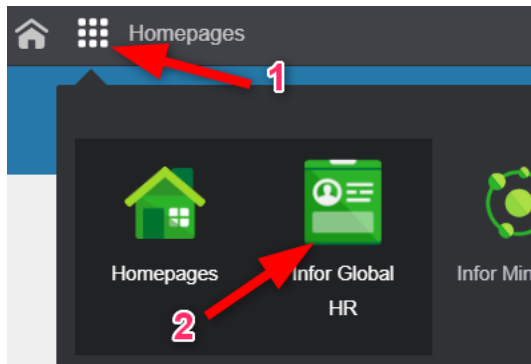


Change/Add an E-Mail Address

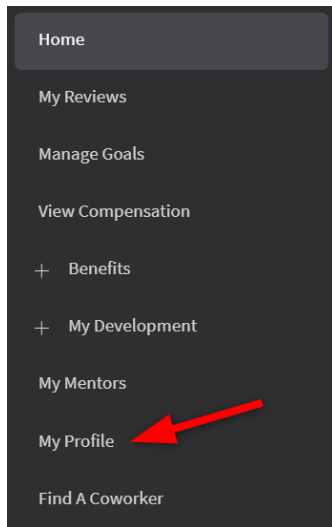
Once you have logged into your Global HR Account, you'll need to access your Global HR Homepage. To do that:



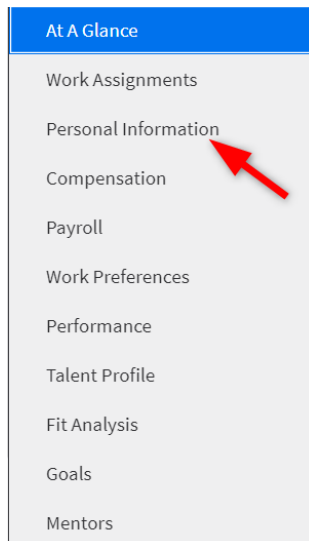
- 1) Click the grid in the upper left corner.
- 2) Click on the Infor Global HR icon.

To change or add your e-mail address in Global HR, complete the following steps:

- 1) On the left side menu click "My Profile"



- 2) When you get to your Profile screen click the "Personal Information" button on the left side menu.



3) Scroll down to the Contact Information section.

Contact Information Add Phone Add Email Add IM ...

<input type="checkbox"/>	Method	Detail	Preferred Contact	When Available	Country	Active
<input type="checkbox"/>	Email	████████@rcps.us	No			Yes
<input type="checkbox"/>	Mobile	1 540-████████	No		US	Yes

You should see your work e-mail address, this information is set by HR. If you need to make a change to it, please contact HR.

You can choose to add an additional e-mail address if you would like to. This would be in case HR needs to contact you at another e-mail address for some reason.

To add an additional e-mail address follow the steps below:

Click the Add Email button.

Contact Information Add Phone Add Email Add IM ...

<input type="checkbox"/>	Method	Detail	Preferred Contact	When Available	Country	Active
<input type="checkbox"/>	Email	████████@rcps.us	No			Yes
<input type="checkbox"/>	Mobile	1 540-████████	No		US	Yes

Fill out the form.

Add An Email Address For ██████████

Effective Date * 1

Active 2

Description 3

Email Address 4

Change This To Be Work Email

If you wish to change your work email, please contact Human Resources.

Preferred Email 5

When Available 6

7

1. Add the date you would like your new e-mail address to take effect.
2. Make sure the "Active" box is checked.
3. Type in a description of your new e-mail address. (ex. Personal)
4. Type in your e-mail address.
5. Check the "Preferred Email" box if this is the outside e-mail address you would like to be contacted at should your work Email no longer be active.
6. Leave the When Available box blank
7. Click Submit

If you wish to change an additional e-mail address that you have entered, complete the following steps:

Contact Information Add Phone Add Email Add IM ...

<input type="checkbox"/>	Method	Detail	Preferred Contact	When Available	Country
<input type="checkbox"/>	Email	████████@rcps.us	No		
<input type="checkbox"/>	Mobile	1 540-████████	No		US
<input checked="" type="checkbox"/>	Email	████████@cox.net	Yes		

Emergency Contacts Add Contact

<input type="checkbox"/>	Name	Preferred Contact	Contact Detail
<input type="checkbox"/>			

1. Check the box next to the Email address you want to change
2. Click the 3 dots in the upper right corner of your screen
3. Click "Update Email" from the dropdown list

Fill out the form.

Resource Contact

Employment ID [redacted]

Effective Date *

Active

Description

Email Address

Used As Work Email

Preferred Email

When Available



1. Enter the date the change will take effect.
2. Make any other necessary changes in the fields.
3. Click the Save Icon.