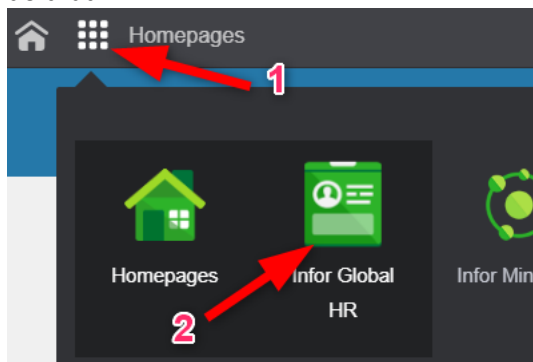


Change/Add Phone Number

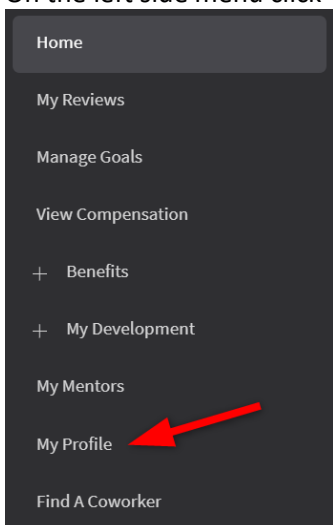
Once you have logged into your Global HR Account, you'll need to access your Global HR Homepage. To do that:



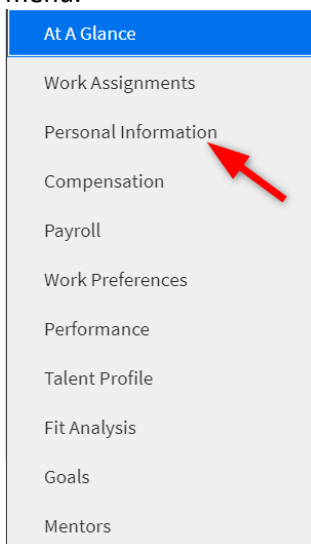
- 1) Click the grid in the upper left corner.
- 2) Click on the Infor Global HR icon.

To change or add your e-mail address in Global HR, log into your account and 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-████████	Yes		US	Yes
<input type="checkbox"/>	Email	████████@cox.net	Yes			Yes

You'll see your phone number listed.

From here you can change your phone number or add another phone number.

To change your phone number, follow the steps below:

Contact Information Add Phone Add Email Add ...

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

Emergency Contacts Add Contact

<input type="checkbox"/>	Name	Preferred Contact	Contact Detail
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1. Check the box next to the phone number you want to change
2. Click the 3 dots in the upper right corner of the window
3. Click "Update Phone"

1. Check the box next to the phone number you want to change
2. Click the 3 dots in the upper right corner of the window
3. Click "Update Phone"

Fill out the form.

Resource Contact Save Cancel Print Search ...

Employment ID

Effective Date

Active

Description

Telephone Type

Country

Country Code Phone Number Ext

Change This To Be Work Phone

Preferred Telephone Pager Or Fax Number

When Available

4. Click the Save icon in the upper right corner

1. Add the date you would like the phone number change to take effect.
2. Make sure the "Active" box is checked.
3. Type on your new phone number
4. Click the Save icon in the upper right corner

To add a phone number, Click the Add Phone 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-██████	Yes		US	Yes
<input type="checkbox"/>	Email	██████@cox.net	Yes			Yes

Fill out the form.

Add A Telephone Pager Or Fax Number For ██████████

Effective Date *  **1**

Active

Description **2**

Telephone Type * **3**

Phone Country Code Phone Number **4** Extension

Change This To Be Work Phone

Preferred Telephone Pager Or Fax Number **5**

When Available **6**

7

- 1) Enter the date your phone number will take effect.
- 2) Optional
- 3) Choose the type of telephone. Mobile, Landline, etc...
- 4) Enter the phone number with area code, and extension if applicable.
- 5) Check the box if this is your preferred phone number.
- 6) Leave Blank
- 7) Click Submit