

## **Onboarding Personal Information – Job Aid**

- 1) Click on Inbox icon or card
- 2) Click "Enter Personal Information" task



3) The form to complete will appear on the right-hand side of the screen

| Actions (3) Archive   |           | Enter Personal Information Onboarding for Bugs Bunny (Arrow) | ☆ | • | @} | L7 |
|---|-----------|--|---|---|----|----|
| Viewing: All 🗸 Sort By: Newest 🗸  | ~         | 28 minute(s) aoo - Effective 01/30/2019                      |   |   |    |    |
| Enter Personal Information: Administrative Assista<br>Bugs Bunny<br>28 minute(s) ago - Effective 01/30/2019 | ant-<br>© | Preferred Name   |   |   |    |    |
| Change Emergency Contacts<br>28 minute(s) ago - Due 02/01/2019  | -         | Preferred Name   |   |   |    |    |
| Review Documents<br>28 minute(s) ago - Due 02/01/2019; Effective<br>01/30/2019                              | ŝ         | Use Legal Name As Preferred Name<br>Yes                      |   |   |    | 0  |
|   |           | Preferred Name<br>Bugs Bunny                                 |   |   |    |    |
|   |           | Change Personal Information                                  |   |   |    |    |

- 4) In the first section you will be asked to submit information such as your gender, date of birth, marital status, and ethnicity.
  - To enter data under each category:
    - Click Edit (pencil) icon to make changes .
    - Select or enter information in data fields.
      - Click check mark (top right of section being edited) to capture changes
    - Be sure to enter data in ALL fields with a RED asterisk \*

- 5) You may also enter Military Service
  - o Click Add button

| Mil              | itary Ser | vice      |
|------------------|-----------|-----------|
| $\left( \right)$ | Add       | $\supset$ |

- o A drop down of Military Service options will appear
- Make appropriate selection and provide required data (ex. Release date)
- 6) Once all correct information is showing on your profile, Click **Submit** button at the bottom of the screen.

| Submit | Save for Later | Close |
|--------|----------------|-------|
|        |                |       |