



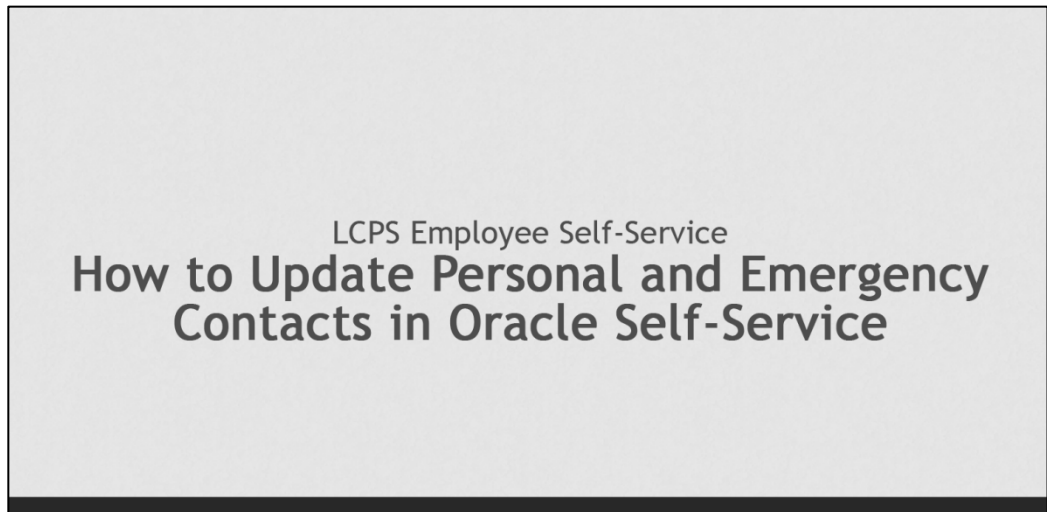
LCPS: HOW TO UPDATE PERSONAL AND EMERGENCY CONTACTS IN THE ORACLE SYSTEM

Summary

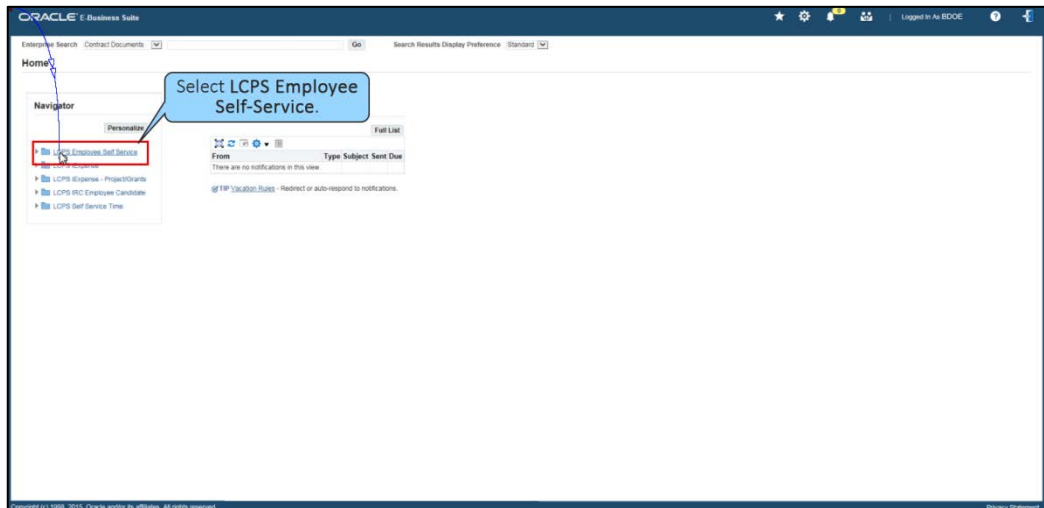
In this module you will learn how to update personal and emergency contacts in Oracle Self-Service.

Steps

1. Welcome to the training module on How to Update Personal and Emergency Contacts in Oracle Self-Service!



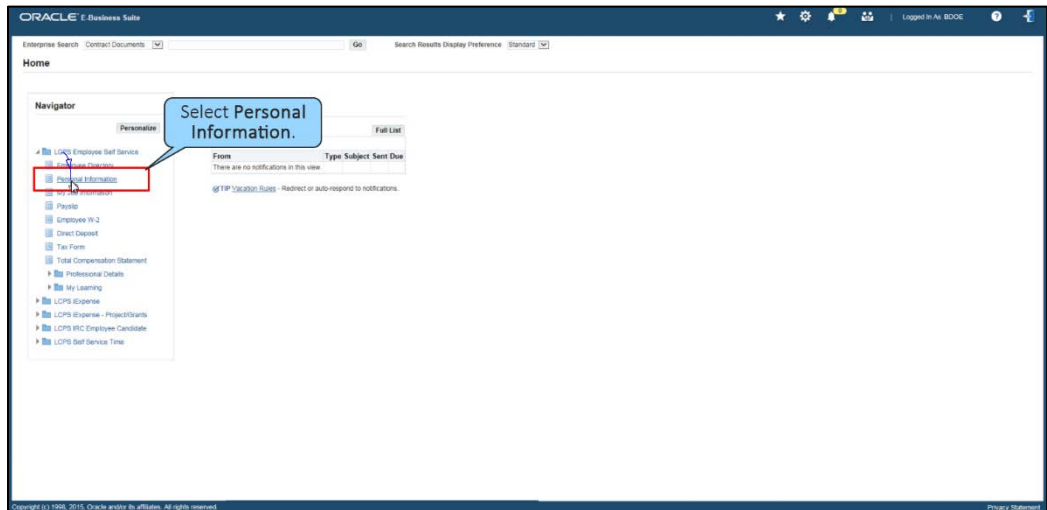
2. From the Home page, you are able to access all of the features available in Oracle Self-Service. For this training module we will begin by selecting **LCPS Employee Self-Service**.



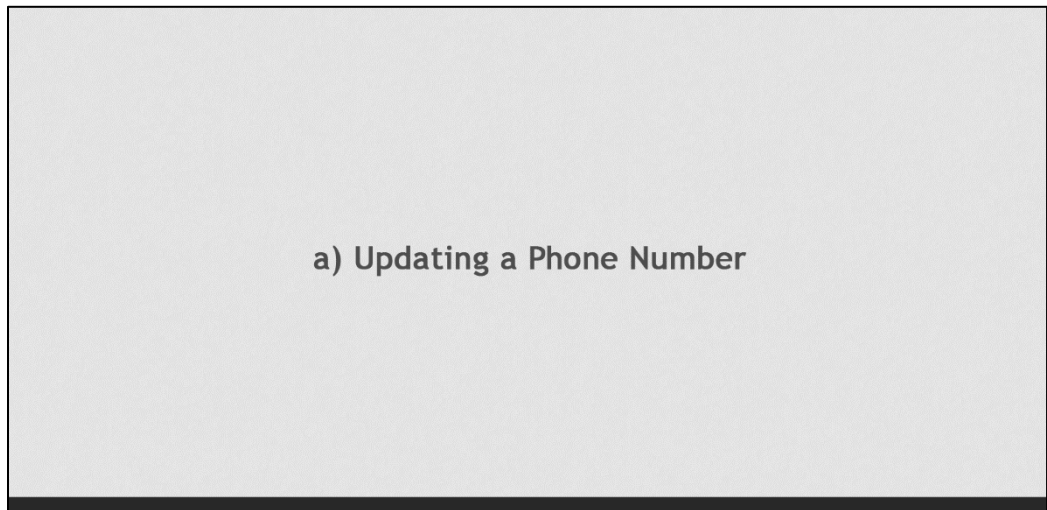


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- The self-service options display. Select **Personal Information** to update information stored in Oracle Self-Service. From that page you may select and make changes in any of the sections that appear.



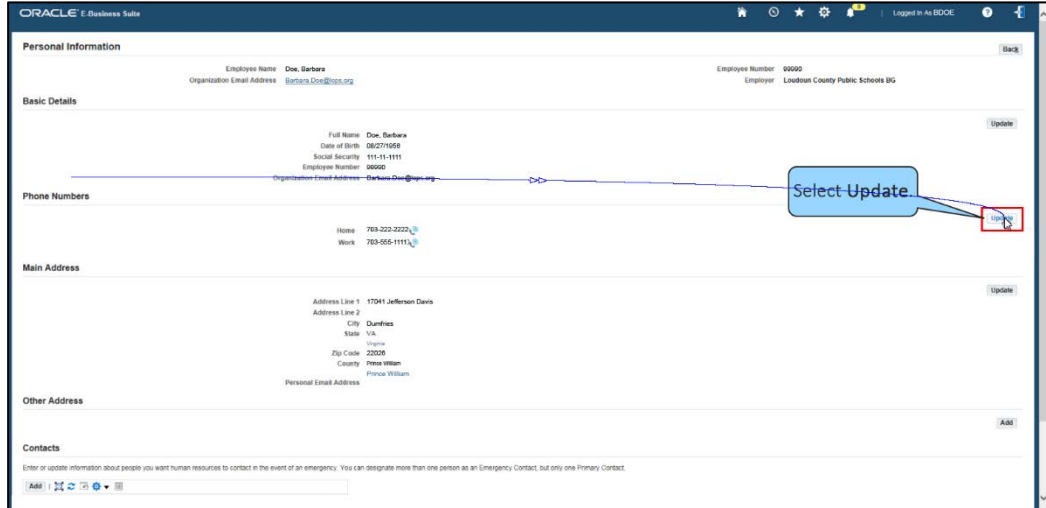
- In this scenario, you will see how to view and update a personal phone number.



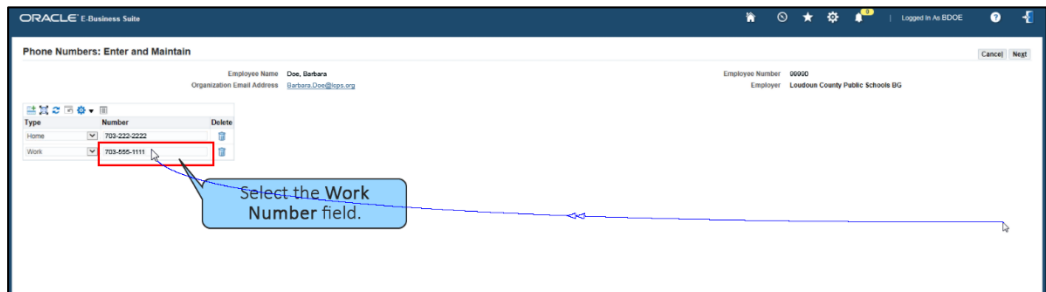


NOTES

- Now let's see how to view and update a phone number. Select **Update** in the Phone Numbers section.



- The Phone Numbers: Enter and Maintain page displays. Here you can change either your Home or Work phone number. For this example, select the **Work Number** field shown.



- Then press the Delete key to remove the old work phone number.





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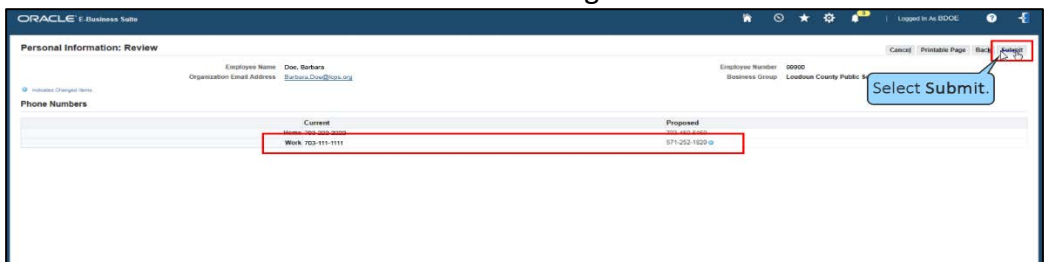
- 8. Type in "703-111-1111" as the new work phone number.



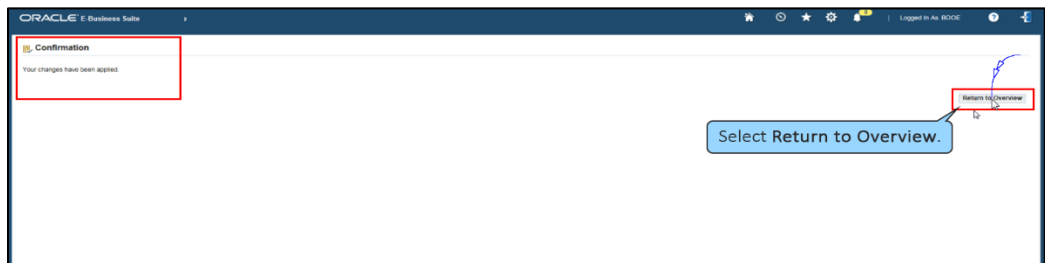
- 9. Then, select the **Next** button.



- 10. The Personal Information: Review page displays the new work number that was entered. Select **Submit** to save this change.



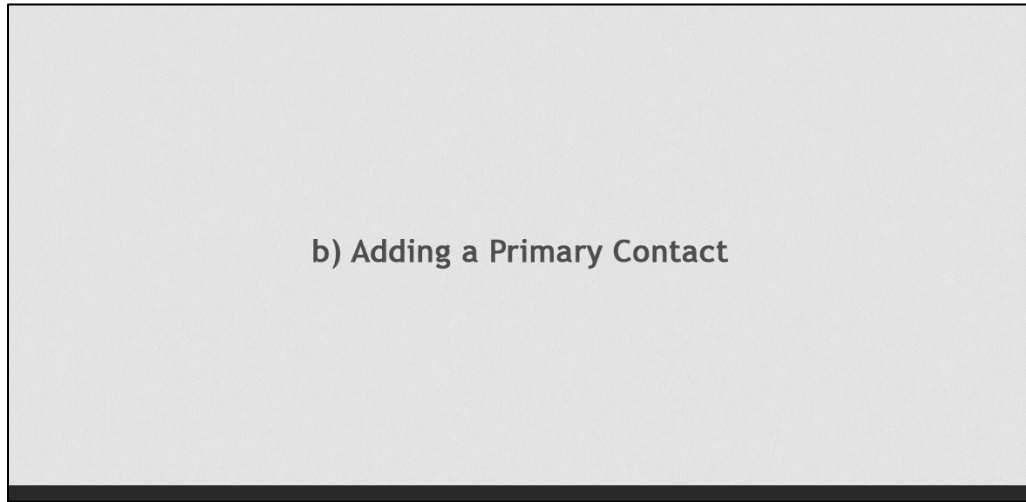
- 11. A Confirmation page will display letting you know that your changes have been applied. Select **Return to Overview** to view more personal information.



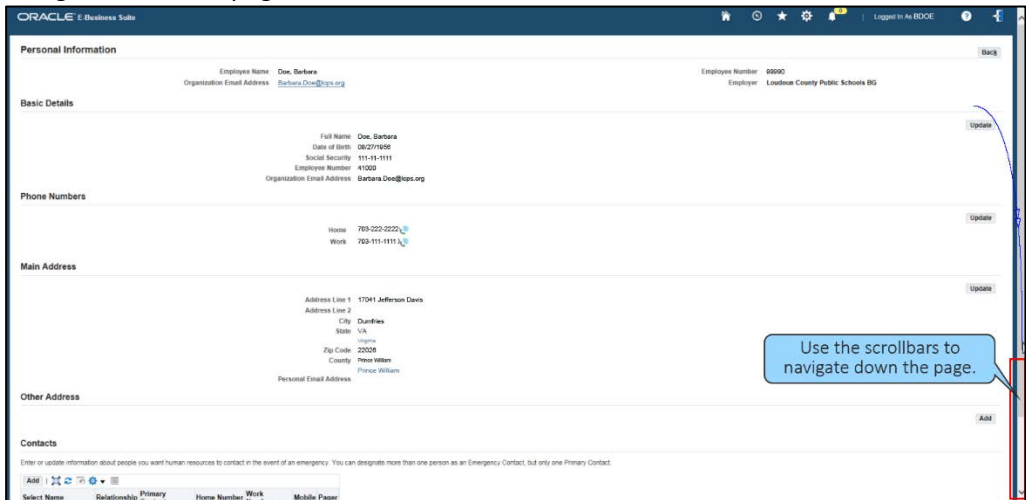


- 12. Next, we'll see how to add primary contacts.

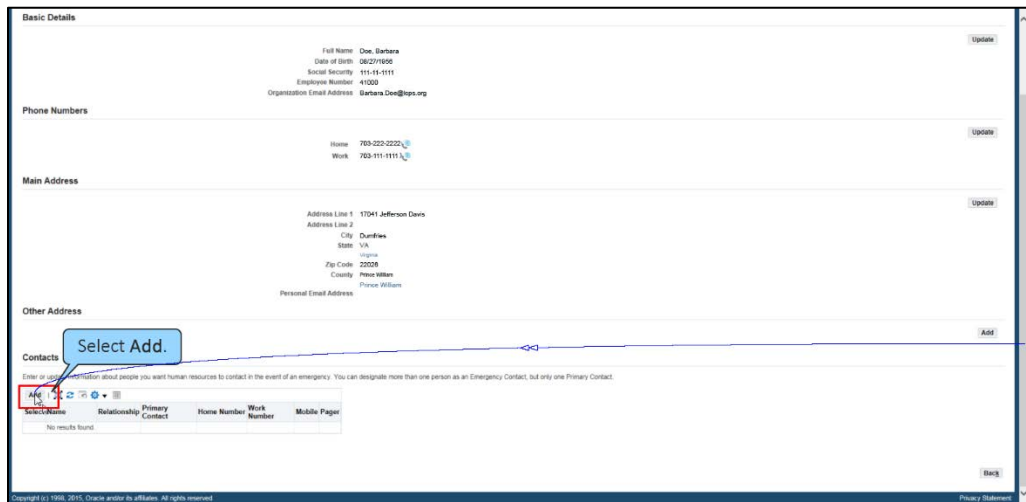
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- 13. Navigate down the page to access the Contacts section.



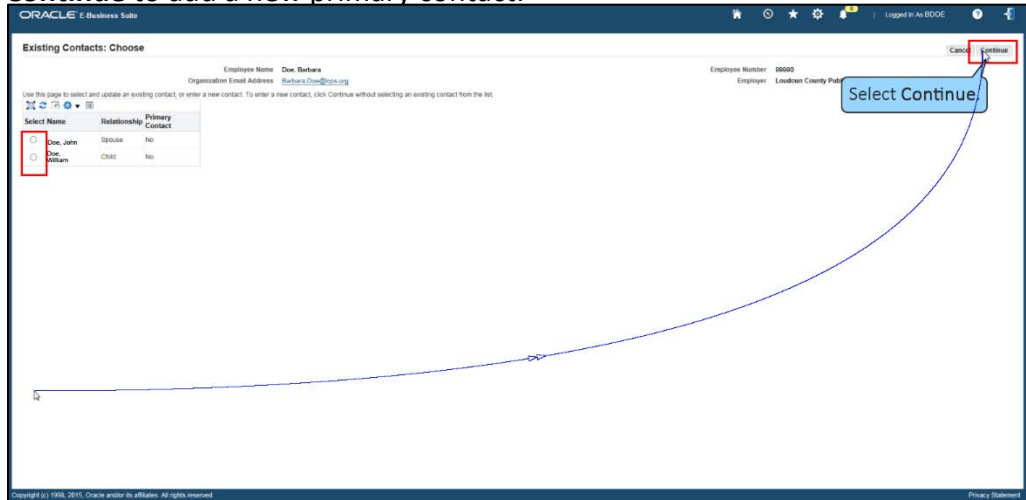
- 14. From here, select the **Add** button.



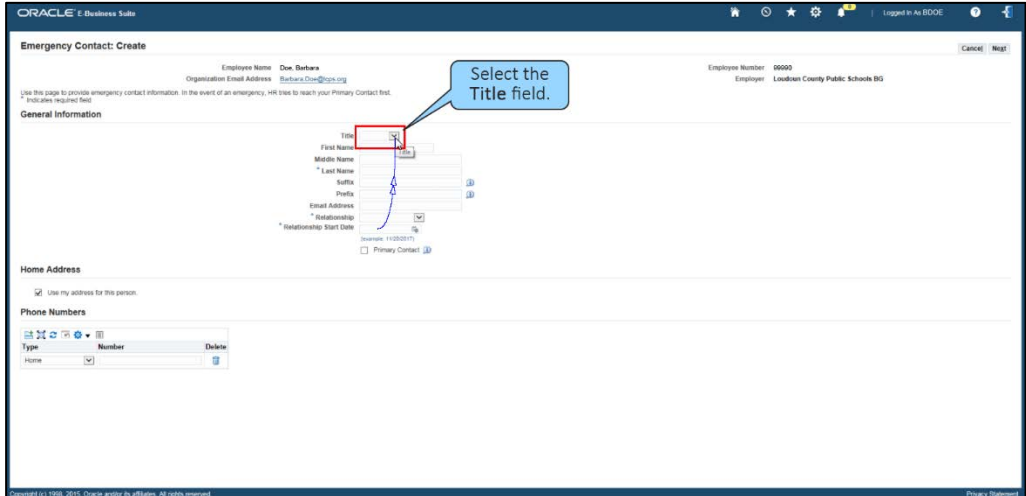


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- 15. The Existing Contacts: Choose page displays. This page shows all existing contact information. You can select one of the radio buttons to change information for an existing contact. Note: If you have not already setup emergency contacts, these contacts will not appear in the list of pre-existing emergency contacts you see on this page. In that case, you can select **Continue** to add a new primary contact.



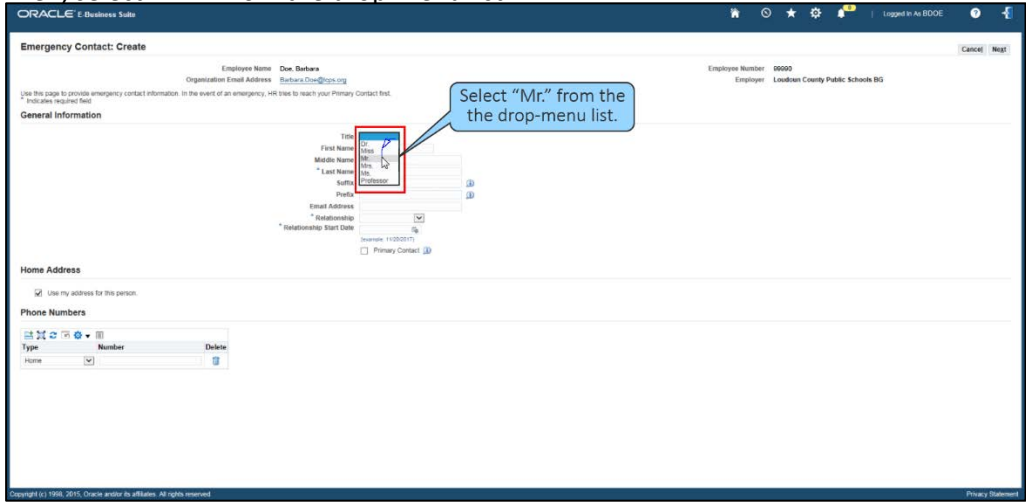
- 16. The Emergency Contact: Create page displays. You can add information about your primary contact on this page and indicate their relationship to you. Begin by selecting the **Title** field in the General Information section.



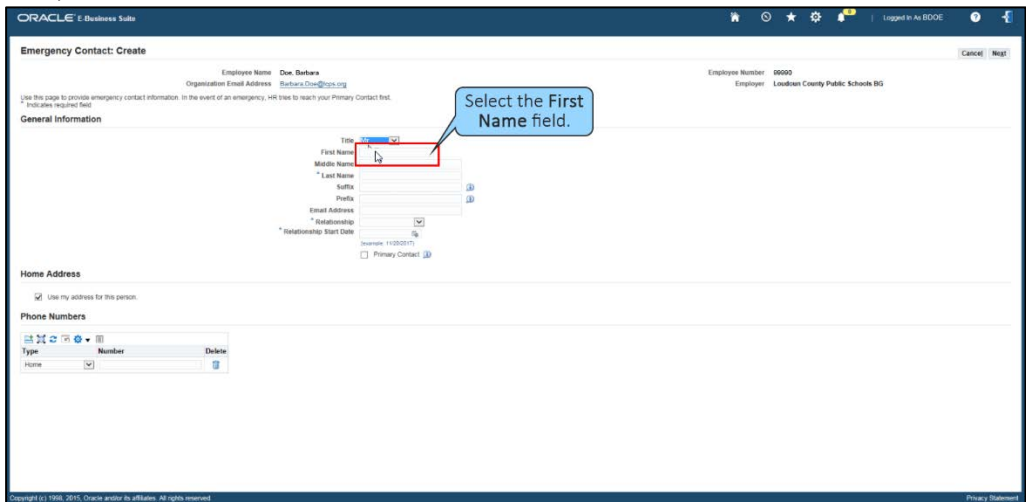


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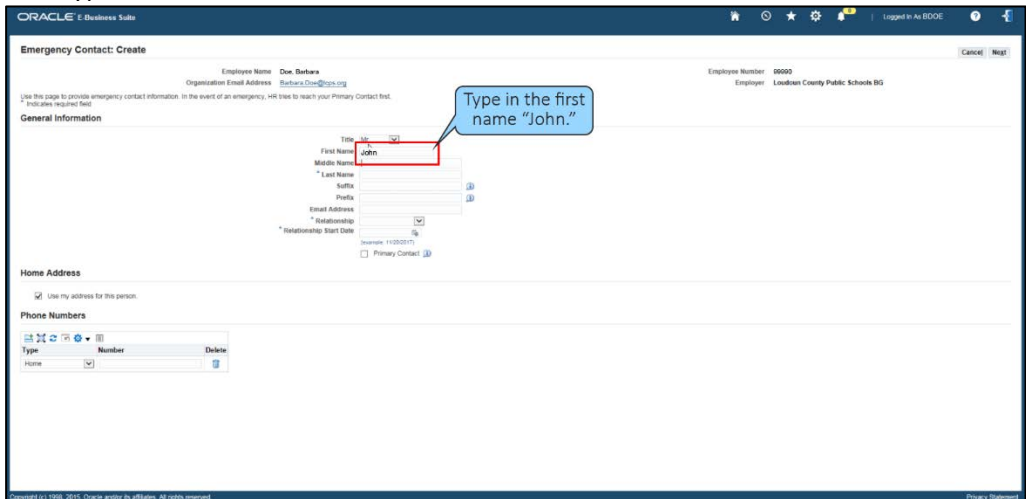
17. Then, select "Mr." from the drop-menu list.



18. Next, select the **First Name** field.



19. And, type in the first name, "John."





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20. Now, select the **Last Name** field.

21. Type in the last name "Doe."

22. Select the **Email Address** field.



NOTES

- 23. And type in the email address, "jdoe@lcps.org."

The screenshot shows the 'Emergency Contact: Create' form in the Oracle HR system. The form is for employee 'Doe, Barbara' (Employee Number: 0000). Under the 'General Information' section, the 'Email Address' field is highlighted with a red box. A blue callout bubble points to this field with the text: 'Type in the email address "jdoe@lcps.org."'. Other fields visible include Title (Mr), First Name (John), Middle Name, Last Name (Doe), Suffix, Prefix, Relationship, and Relationship Start Date.

- 24. Select the **Relationship** field. This field indicates the contact person's relationship to you.

The screenshot shows the 'Emergency Contact: Create' form. The 'Relationship' field is highlighted with a red box. A blue callout bubble points to this field with the text: 'Select the Relationship field.'.

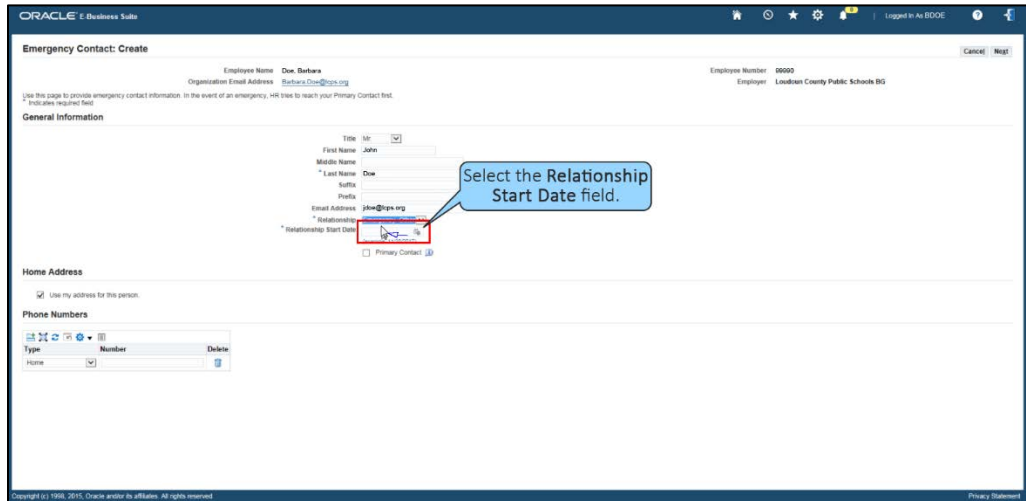
- 25. Then select "Emergency-Other" from the drop-menu shown.

The screenshot shows the 'Emergency Contact: Create' form with the 'Relationship' dropdown menu open. The 'Emergency-Other' option is highlighted with a red box. A blue callout bubble points to this option with the text: 'Select "Emergency-Other" from the drop-menu list.'.

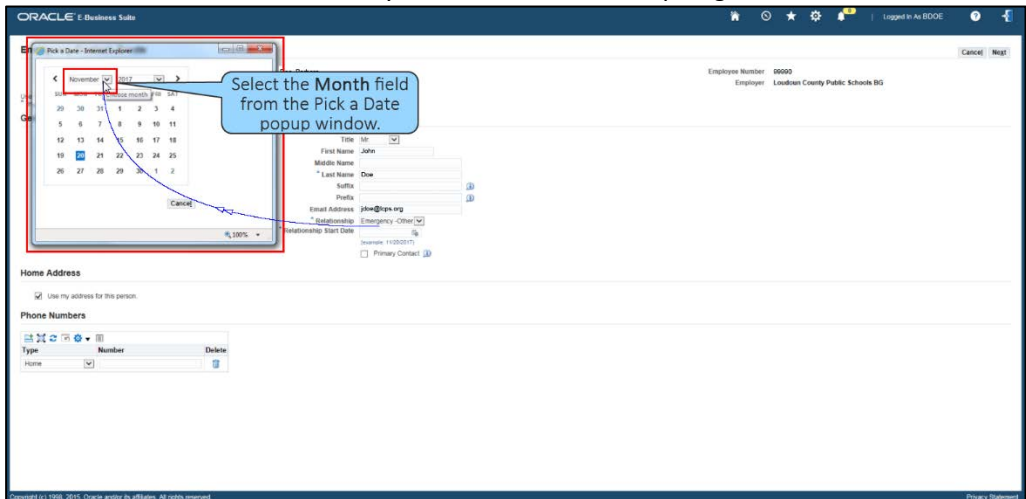


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- 26. Finally, select the **Relationship Start Date** field to show when this relationship began.



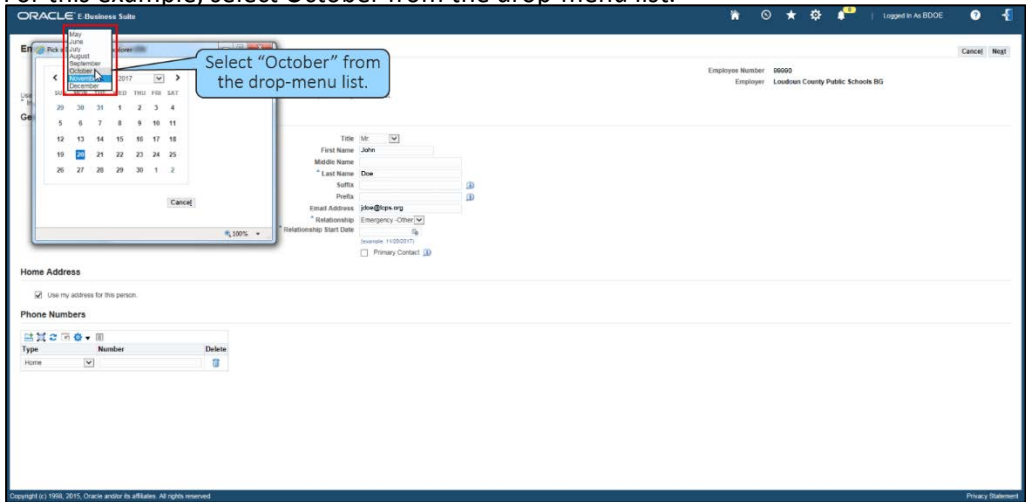
- 27. The **Pick a Date** pop-up window appears. From this window you can select the **Month** field to choose the month when your contact relationship began.



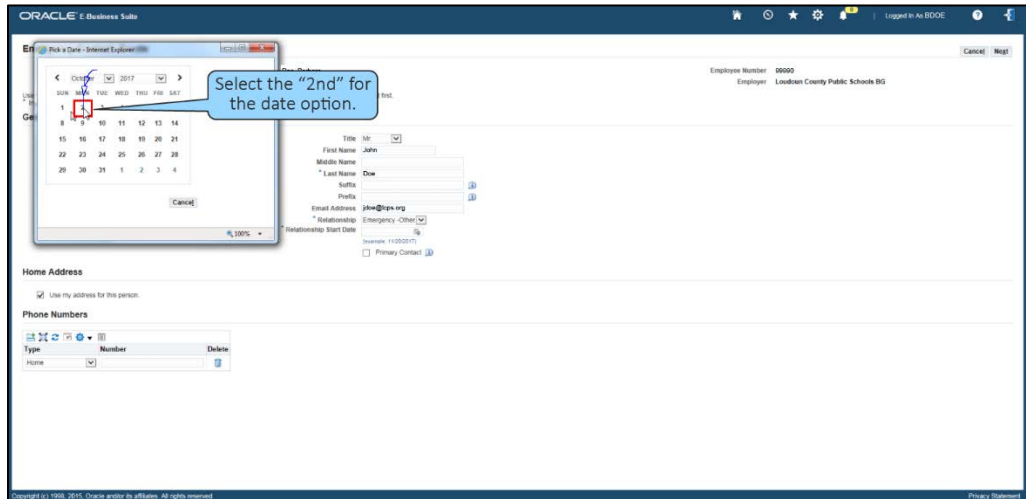


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28. For this example, select October from the drop-menu list.



29. Then select the "2nd" for the date.



30. If necessary, you can also select the **Year** that reflects the starting point of the relationship.



NOTES

ORACLE: HR Business Suite

Pick a Date - Internet Explorer

October 2017

Select the appropriate Year field as needed.

Employee Number: 0000
Employee: Loudoun County Public Schools BS

Title: Mr

First Name: John
Middle Name:
Last Name: Doe
Suffix:
Prefix:
Email Address: joh@lcpa.org
Relationship: Emergency-Other
Relationship Start Date: 11/20/2017
 Primary Contact

Home Address
Use my address for this person.

Phone Numbers
Type: Home

- 31. If the person you've added is your primary contact person, select the **Primary Contact** checkbox.

ORACLE: HR Business Suite

Emergency Contact: Create

Employee Name: Doe, Barbara
Organization Email Address: Barbara.Doe@lcpa.org
Employee Number: 0000
Employee: Loudoun County Public Schools BS

Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.
Includes required field

General Information

Title: Mr
First Name: John
Middle Name:
Last Name: Doe
Suffix:
Prefix:
Email Address: joh@lcpa.org
Relationship: Emergency-Other
Relationship Start Date: 11/20/2017
 Primary Contact

Home Address
Use my address for this person.

Phone Numbers
Type: Home

Select the Primary Contact checkbox.

- 32. Select the **Phone Number** field.

ORACLE: HR Business Suite

Emergency Contact: Create

Employee Name: Doe, Barbara
Organization Email Address: Barbara.Doe@lcpa.org
Employee Number: 0000
Employee: Loudoun County Public Schools BS

Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.
Includes required field

General Information

Title: Mr
First Name: John
Middle Name:
Last Name: Doe
Suffix:
Prefix:
Email Address: joh@lcpa.org
Relationship: Emergency-Other
Relationship Start Date: 11/20/2017
 Primary Contact

Home Address
Use my address for this person.

Phone Numbers
Type: Home

Select the Phone Number field.

- 33. Type the number, "703-555-5555."



NOTES

Emergency Contact: Create

Employee Name: Dow, Barbara
Organization Email Address: Barbara.Dow@lcpss.org
Employee Number: 0000
Employer: Loudoun County Public Schools BS

General Information

Home Address

Phone Numbers

Type: Home Number: 703-555-5555

Next

34. Then select **Next**.

Emergency Contact: Create

Employee Name: Dow, Barbara
Organization Email Address: Barbara.Dow@lcpss.org
Employee Number: 0000
Employer: Loudoun County Public Schools

General Information

Home Address

Phone Numbers

Type: Home Number: 703-555-5555

Next

Select Next.

35. The Personal Information: Review page displays. Review the new information added, and select **Submit** to save these changes.

Personal Information: Review

Employee Name: Dow, Barbara
Organization Email Address: Barbara.Dow@lcpss.org
Employee Number: 0000
Business Group: Loudoun County Public Schools

Maintain Contact

Contact

Proposed

Relationship Type: Emergency - Other

Title: Mr

First Name: John

Last Name: Dow

Email Address: jhd@lcpss.org

Primary Contact: Yes

Relationship Start Date: 10/02/2017

Emergency Contact: Yes

Resides With Me: Yes

Submit

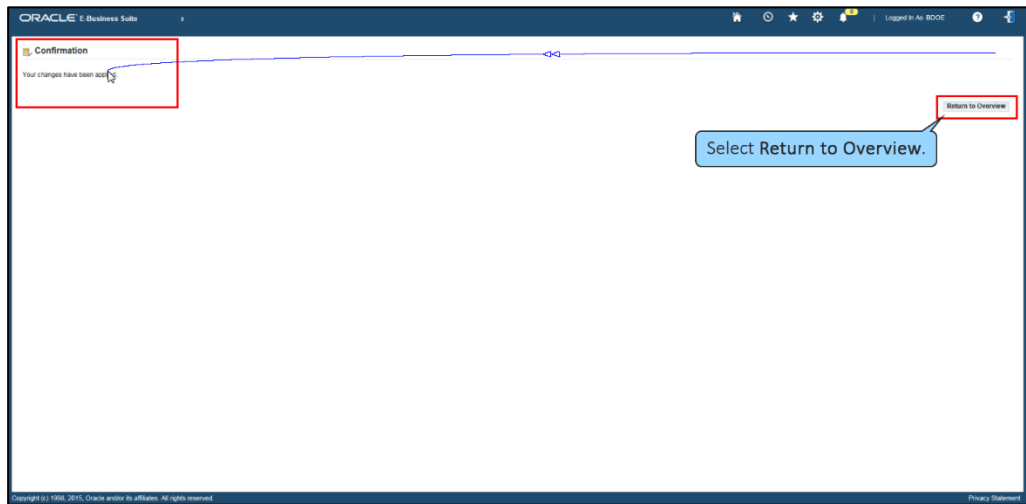
Select Submit.

36. A Confirmation page displays showing that your changes have been applied. Select

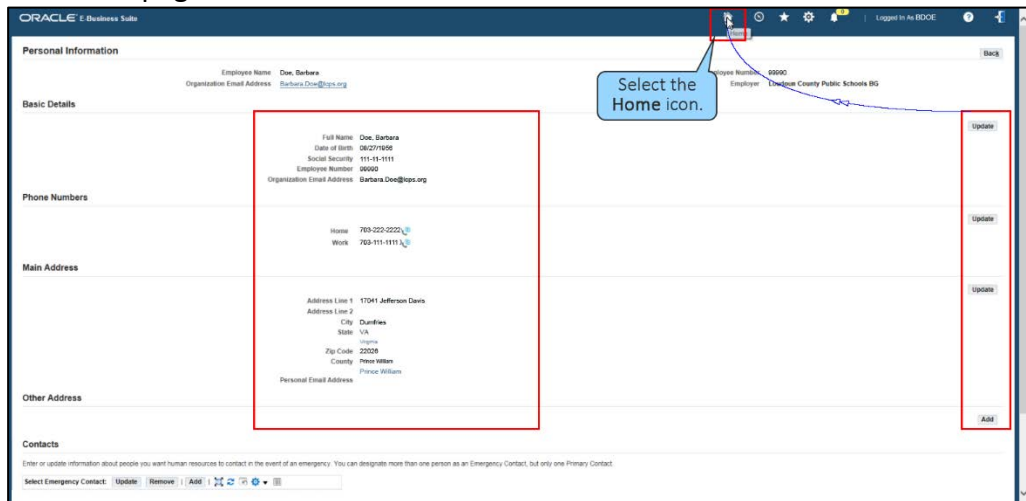


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Return to Overview.



- 37. The Personal Information page displays with your newly updated information. From here you can make additional changes by selecting the Update button for the appropriate section. Select the **Home** icon to return to the Home page.



- 38. The Home page will display so that you can continue to work in the Oracle system. You have completed the training module on How to Update Personal and Emergency Contacts in Oracle Self-Service.



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