

# 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!



 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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@TIP Vacation Rules - Redirect or auto-respond to n	otifications.	



3. 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.



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





5. Now let's see how to view and update a phone number. Select **Update** in the

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Personal Information					Bac
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	Organization Email Address Barbara Doegliops.org		Employer	Loudoun County Public Schools BG	
Basic Details					
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	Full Name	Doe, Barbara			
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	Employee Number	99900			
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	Work	703-555-1111			
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	Address Line 2	Duration			
	State	VA			
		Vegeta			
	Zip Code	22026			
	County	Prince William			
	Personal Email Address				
Other Address					
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Contacts					
Enter or update information about people you w	ant human resources to contact in the event of an emergency. You ca	designate more than one person as an Emergency Contact, but on	y one Primary Contact.		
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6. 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.

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Employee Name Doe, Badwara Organization Email Address <u>Barbana Conditions and</u>	Employee Number 00000 Employer Loudoun County Public Schools BG
It is to to 0 ■ Interest Datase Type Mandar Datase Sona 2 TableS-111 2 Select the Work Number field.	b

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

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Monday, April 16, 2018



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



	Organizat	on Email Address Barbara Doe@lops.org		Employee Number Employer	Loudoun County Public Schools BG	
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Then, select the **Next** button. 9.

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

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Personal Information: Review						Cancel Printable Page	Back Cuteger
Employee Name Organization Email Address Phone Numbers	Den Berbara Barbara Dhudglopt ang	Employee Num Bosiness Gro	ber 50900 nap Loude	oun County I	Public S	Select Subr	nit.
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	Work 703-111-1111 571-21	252-1920 🔿					

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

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Your changes have been applied.	E. S.
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	Select Return to Overview.









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

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Personal Information			Back
Employee Name Doe, Barbera Organization Email Address <u>Barbara Doe@Jops.g</u>	2	Employee Number 99990 Employee Loudoum County Public Schools BG	
Basic Details			~
			Update
Full N	ame Doe, Barbara		1
Date of E	linth 08/27/1956		
Social Sector	ully 111-11-1111		
Employee Num	iber 41000		
Organization Email Add	ess Barbara Doe@lops.org		
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Contacts			
Enter or update information about people you want human resources to contact in the event of an emergency. Yo	u can designate more than one person as an Emergency Contact, but only one Primary Contact.		
Add   1 2 2 3 0			
Select Name Relationship Primary Home Number Work Mobile Dates			

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

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	Date of Birth 08/27/1956	
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No results found		
		10



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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Emergency Contact: Create				Cancel Negt
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Home Address	Total	2) 2		
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Monday, April 16, 2018

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

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

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Monday, April 16, 2018

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# 21. Type in the last name "Doe."

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

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General I	nformation				
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#### Monday, April 16, 2018

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

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

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Monday, April 16, 2018

#### NOTES

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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Monday, April 16, 2018

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



## Monday, April 16, 2018

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

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

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#### Monday, April 16, 2018

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Middle Name						
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## 34. Then select Next.

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Emergency Contact: Create			Cancel A TO
Employee Name Dee, Barbara Organization Email Address Barbara Dee@teps.org			Employee Number 00000 Employee Loudson County Public School
Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary C * Indicates required field	Dontact first.		Select Next.
General Information			
Title	Mr.		
First Name	nhoiL		
Middle Name	2768		
Last Name	Doe		
Suna Prefa		0	
Email Address	jdoe@lops.org	10	
* Relationship	Emergency -Other		
* Relationship Start Date	10/02/2017 56		
	Jevandie 19202017)		
	M Primary Contact III		
Home Address			
Use my address for this person.			
Phone Numbers			
Tone Member Delete			
Type Number Delete			
Hummer (*) 103-003-0050			
unistri (c) 1958 2015. Oracia antitor is affiliates. Al orbits meaned			Drawy St.

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

ersonal information: Review	N	Cancel Printable Page Back Su
Industris Orlinged Terms	Employee Name Dee, Berhare Organization Emol Addines <u>Reduce One Quote org</u>	Enginees Group Loadon County Public School
ontact		
	Proposed : Relationship Type Emorgency -Other	
	Title Mr.	
	First Name Jm	
	Last Name Upp	
	Dimens Contest Ver	
	Relationship Began On 10/02/2017	
	Emergency Contact Yes	
	Resides With Mr. Yes	
	Reader With Ser Tro	
	Receive With Ser Tra	
	Receive With Ser Tra	
	Reades With Ser Tra	
	Receive With Ser Tra	
	Reades With Ser Tra	
	Receive With Ser Tro	
	Reades With Ser Tra	

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





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.

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Personal Information				Bac
Organ	Employee Name Doe, Barbara Ization Email Address Barbara Dow@lops.org		Select the Employer Number County Public Schools BG	
Basic Details			Home icon.	
	Full Name Date of Birth Social Security Employee Number Organization Email Address	Doe: Barbana 08/27/1969 111-11-1111 00000 Barbana Doel@lops.org		Update
hone Numbers				
	Home Work	703-222-2222 🕡 703-111-1111 J_2		Update
Main Address				
	Address Line 1 Address Line 2 City 2 Zig Code County Personal Email Address	170H Jefferson Davis Duntines VA Vita Vangens 20200 Prene William		Update
Other Address				
Contacts				Add
Enter or update information about people you want human resou	rces to contact in the event of an emergency. You can	designate more than one person as an Emergency Ci	ntact, but only one Primary Contact	
Select Emergency Contact: Update Remove   Add	12260.0			

 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.





Key Points and Best Practices