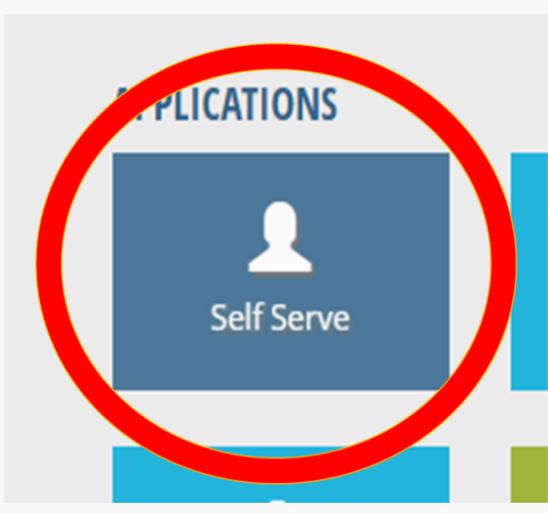# HOW TO UPDATE YOUR CONTACT INFO

A Step-by-Step Guide For Receiving Emergency Notifications at SUNY Upstate
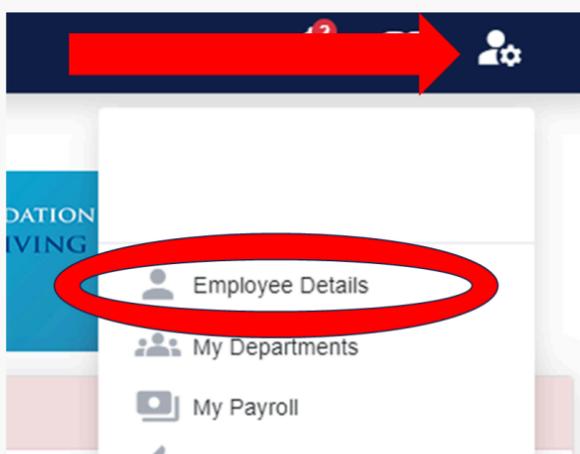
1

Log on to your self serve located on the front ipage
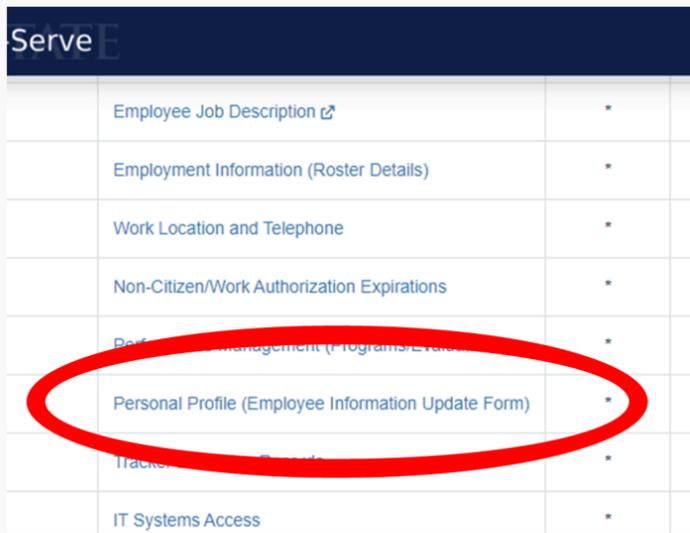
2

On the Top Right click this icon

A drop-down menu will appear- Click on "Employee details"

Employee Details

My Departments

My Payroll

3

Scroll Down then click "Personal Profile"

Employee Job Description

Employment Information (Roster Details)

Work Location and Telephone

Non-Citizen/Work Authorization Expirations

Personal Profile (Employee Information Update Form)

IT Systems Access

4

Choose "Home Address & Telephone"
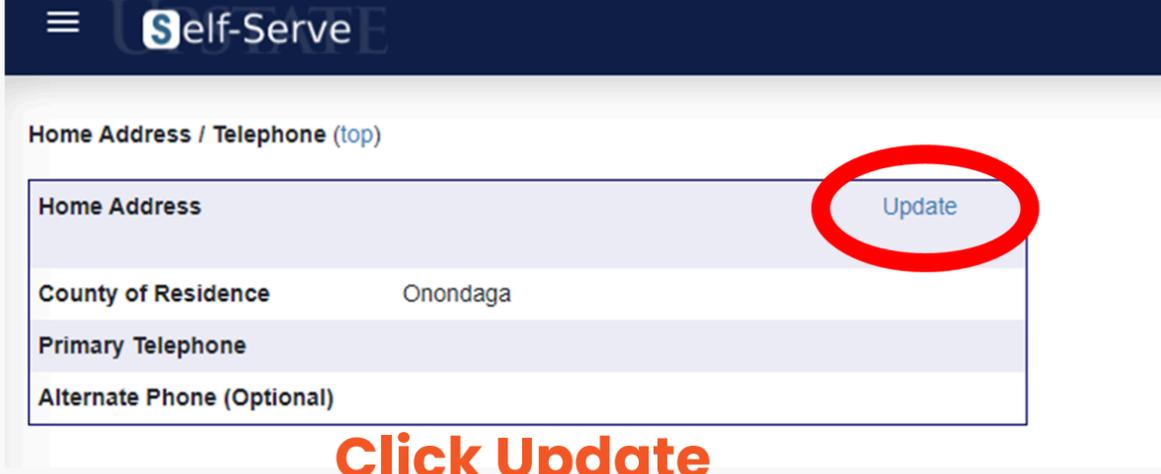
Personal Profile / Employee Informa

Return to Employee Details

Printable View

Areas of Information

- Home Address & Telephone
- Demographic Information
- US Citizenship / VISA Information
- Military Status
- Education
- Work Location & Telephone

5

Self-Serve

Home Address / Telephone (top)

Home Address	Update
County of Residence	Onondaga
Primary Telephone	
Alternate Phone (Optional)	

Click Update

CRITICAL STEP: Update All Contact information & choose "yes" to recive text messages

Primary Phone

Area Code	315	(3 digits)
Phone	➡️	(7 digits; format 555-1234)
Type:	○ Landline ● Mobile	
Receive Text Messages?	● Yes ○ No	

Alternate Phone

Area Code	315	(3 digits)
Phone	➡️	(7 digits; format 555-1234)
Type:	○ Landline ● Mobile	
Receive Text Messages?	● Yes ○ No	
Effective Date of Change	08/08/2024 📅	(mm/dd/yyyy)

Click "Update" at bottom of page

| Effective Date of Change | 08/08/2024 📅 |
| Comments to Payroll | |

** After clicking Update, please print the PDF document th

Reset   Update

You're All Set!