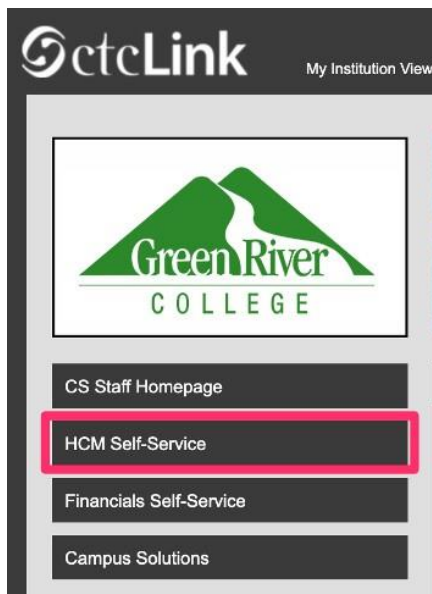


How to review and update employee personal details

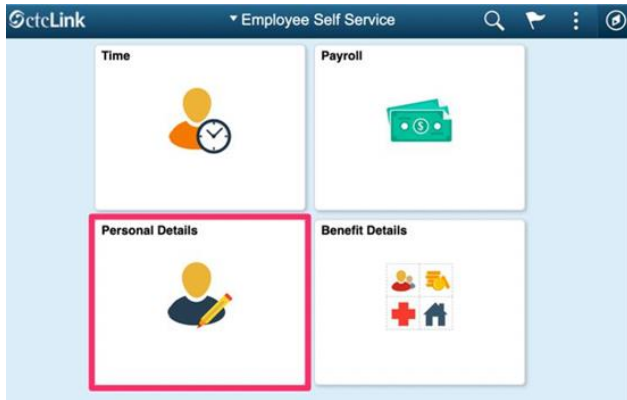
This guide will show you how to review and update your employee personal details. Contact the Bates Technical College IT Help Desk if you have problems with sign-in credentials, usernames or passwords. (This flyer uses Green River College's screenshots.)

Directions

1. Once you have logged into [ctcLink](#), click **HCM Self-Service** from the menu on the left-hand side.



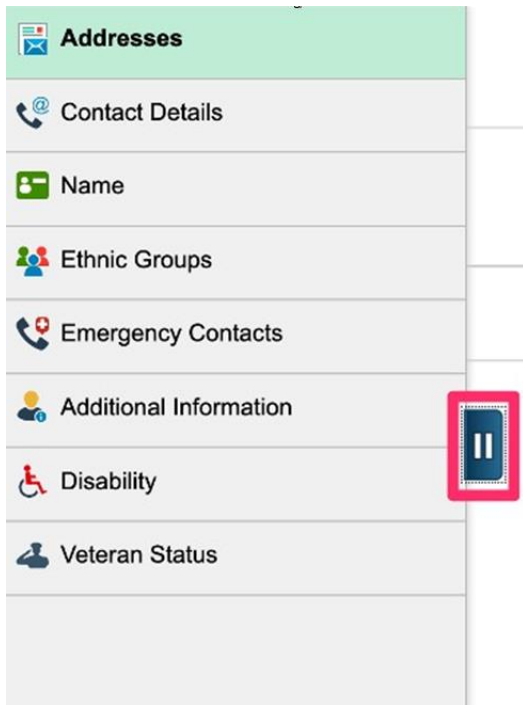
2. The **Employee Self Service** page will display. Click the **Personal Details** tile.



3. The **Personal Details** page will display. Click on any of the tiles to review or update your personal information.



4. Clicking on any of the tiles will bring up a menu on the left-hand side. If the menu is not shown, it can be displayed by clicking the menu tab highlighted here.



5. Review all personal details for accuracy, making additions or changes as necessary.
6. To edit any of your personal information, select the row you would like to edit. In this example, the **Home** phone number row is selected.
7. To add other details, such as a mobile phone number, click the **Plus Sign** icon to add a row.



8. Note the following guidelines and restrictions:

- Address changes will be automatically verified against U.S. Postal Service data for validity.
- You may enter multiple phone numbers and email addresses, but should not change the campus email address.
- Name changes, including preferred name, must be approved by Human Resources before they will take effect.
- Completing the **Ethnic Groups**, **Disability** and **Veteran Status** details are all optional but encouraged. If you identify with multiple ethnic groups, you may add all groups that you identify with.
- All **Emergency Contacts** will have converted as **OTHER**. You may edit the relationship as appropriate (e.g., Spouse, Child, Parent).
- Changes to Additional Information fields must be requested from, and made by, Human Resources staff.
- **Note:** In **Additional Information**, the **Smoker** field is populated by default, per health insurance attestation rules. If you have answered **No** on your attestation, it will be blank. If you have answered yes, it will say **Yes**.