

iSITE Procedure

All Employees - Contact Information

How to Update Your Contact Information in iSITE

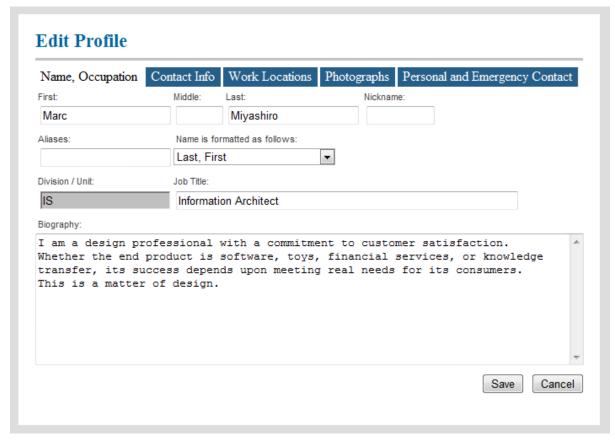
You have *complete control* of your contact information in iSITE. Use the following procedure to update your information whenever it changes.

Procedure

- 1. On the main iSITE home page, hover over the *My Profile* tab in the personal (white) menu bar (as shown at right).
 - a. The Edit profile menu option will display.
 - b. Click *Edit profile* to open the Edit Profile page (as shown below).
- 2. The Edit Profile page has five tabs to organize your personal information.
 - a. The Name, Occupation tab contains basic identity information:



- ii. Update your job title when appropriate.
- iii. Add a brief biography so others can learn what you do.



- b. **The** *Contact Info* **tab** displays phone numbers and email addresses. If your phone number changes, you should update it promptly.
 - i. You may specify multiple phone numbers and email addresses.
 - ii. You may restrict visibility of selected items.





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- c. **The Work Locations tab** presents information about the places you work. If your office moves, you should update your location information.
 - i. This information helps others locate your for face-to-face meetings.
 - ii. You may specify multiple work locations, if appropriate.
- d. The Photographs tab shows pictures of you that are associated with your profile.
 - i. The primary photo is typically your employee badge picture.
 - ii. You may upload additional or alternate photos at any time.
 - iii. You can specify which photo is used by default in iSITE.
 - iv. You may also decline to have your photo displayed on iSITE.
- e. **The Personal and Emergency Contact tab** shows information that may be used in emergencies.
 - i. Default information comes from Personnel records.
 - ii. You may add or edit personal contact information at any time.