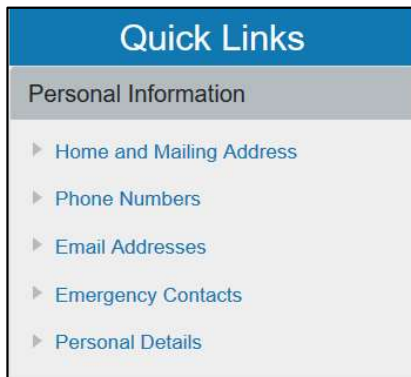# Editing Personal Information

Use the Personal Information link to update your address, phone number, email address, and emergency contacts. **NOTE:** *For a name change, you must contact the HR Department.*

To view/update your personal information, use these links:

Quick Links

Personal Information

▸ Home and Mailing Address
▸ Phone Numbers
▸ Email Addresses
▸ Emergency Contacts
▸ Personal Details

- **Home and Mailing Address:** Edit an existing address or add an additional one (like add a mailing address, for example).

- **Phone Numbers:** Edit your home phone number or add an additional one (like a cell phone). If you have multiple numbers, one must be marked "Preferred."

- **Email Addresses:** Add an email address. Note the system does not allow you to delete your sdcoe.net (Business) email address on file.

- **Emergency Contacts:** Add or edit your emergency contacts.

- **Personal Information Summary:** Lists a summary of your personal information. You cannot make any updates from this page, it is view only.