

How to Update Personal Information in Oracle

1. Log into Oracle at <http://ebsprod.dallasisd.org>.

If you are unable to login, contact the IT Service Desk at (972) 925-5630.

2. Navigate to **Employee Self-Service** **Human Capital Management Information** **Personal Information**.



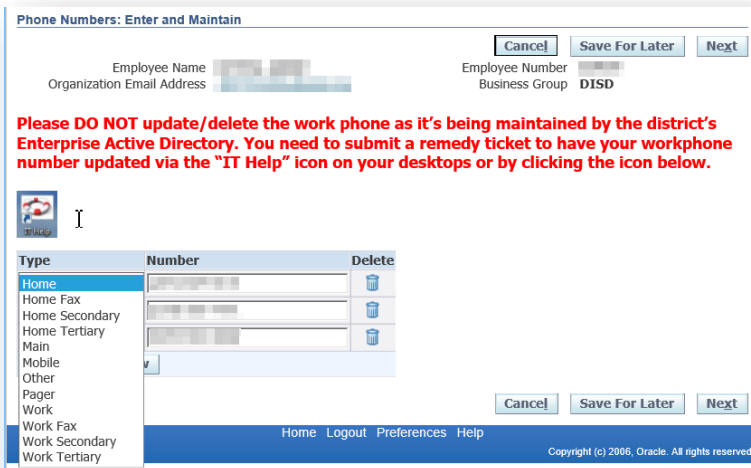
3. Review the information under *Phone Numbers* and *Main Address*. Click **Update** to make changes.

A screenshot of the Oracle Personal Information form. The form is titled 'Personal Information' and has a 'Back' button in the top right corner. It contains the following sections:

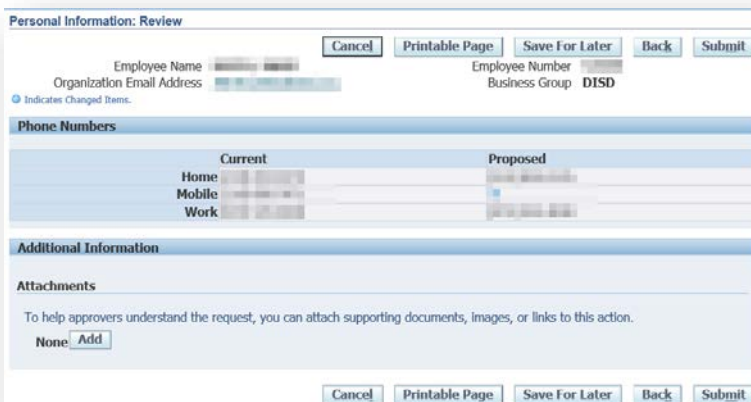
- Employee Information:** Employee Name, Organization Email Address, Employee Number, and Business Group.
- Basic Details:** Full Name, Marital Status, Date of Birth, Social Security, Employee Number, and Organization Email Address.
- Phone Numbers:** Home, Mobile, and Work phone numbers, with an 'Update' button.
- Main Address:** Address Line 1, Address Line 2, Address Line 3, City, State, Zip Code, County, and Type, with an 'Update' button.
- Other Address:** An 'Add' button.

TO UPDATE YOUR PHONE NUMBERS


4. Select the type and enter the number. Click **Add Another Row**, if necessary. Once all numbers are entered, click **Next**.



5. Confirm the information on the review screen. If correct, click **Submit**.



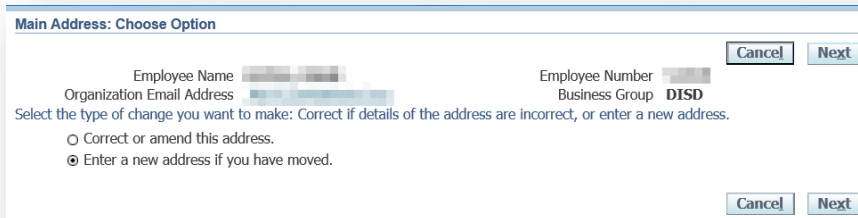
6. You will receive a confirmation.



TO UPDATE YOUR MAIN ADDRESS

7. Select *Enter a new address if you have moved*. Click **Next**.

Note: The correct or amend selection is not available.



Main Address: Choose Option

Employee Name [Redacted] Employee Number [Redacted] Cancel Next

Organization Email Address [Redacted] Business Group **DISD**

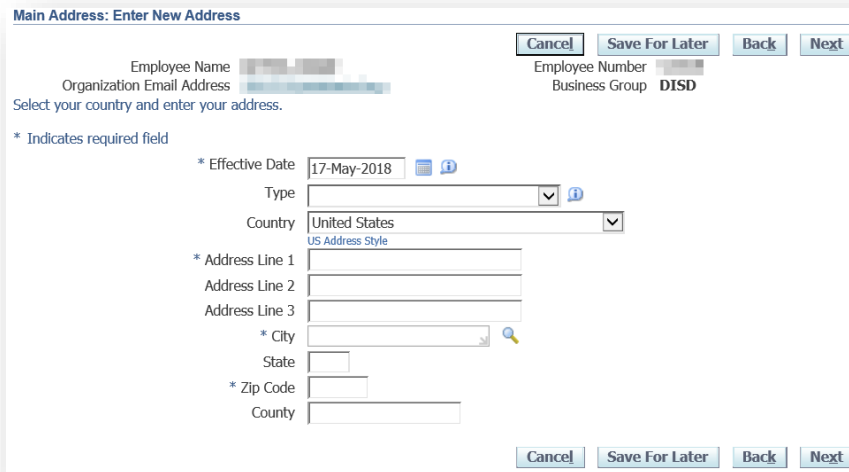
Select the type of change you want to make: Correct if details of the address are incorrect, or enter a new address.

Correct or amend this address.

Enter a new address if you have moved.

Cancel Next

8. Enter the information. Click **Next**.



Main Address: Enter New Address

Employee Name [Redacted] Employee Number [Redacted] Cancel Save For Later Back Next

Organization Email Address [Redacted] Business Group **DISD**

Select your country and enter your address.

* Indicates required field

* Effective Date: 17-May-2018 Calendar Info

Type: [Dropdown] Info

Country: United States Dropdown

US Address Style

* Address Line 1: [Text Field]

Address Line 2: [Text Field]

Address Line 3: [Text Field]

* City: [Text Field] Search

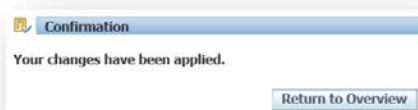
State: [Text Field]

* Zip Code: [Text Field]

County: [Text Field]

Cancel Save For Later Back Next

9. Confirm the information on the review screen. If correct, click **Submit**. You will receive a confirmation.



Confirmation

Your changes have been applied.

Return to Overview