

How to Update Personal Information in Oracle

1. Log into Oracle using one of the links below:

Within the District network or VPN: <https://orion.dallasisd.org/orion>
 Outside the District network: <https://orion.dallasisd.org/dorion>

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

2. Navigate to **Human Resources/Payroll Employee Self-Service** **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 several sections:

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

TO UPDATE YOUR PHONE NUMBERS

4. Select the type and enter the number in this format: (972) 123-4567. Click **Add Another Row**, if necessary. Once all numbers are entered, click **Next**.

Note: To receive notices from the District, you must add a cell or home phone number in the Home type.

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

	Current	Proposed
Home		
Mobile		
Work		

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 this address* cannot be selected.

Main Address: Choose Option Cancel Next

Employee Name Employee Number
 Organization Email Address Business Group

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.

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

Main Address: Enter New Address Cancel Save For Later Back Next

Employee Name Employee Number
 Organization Email Address Business Group

Select your country and enter your address. Please indicate whether you wish to allow public release of your home address, home telephone number, social security number, and family member information.
 * Indicates required field

* Effective Date

Type

Country

US Address Style

* Address Line 1

Address Line 2

Address Line 3

* City

State

* Zip Code

County

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

 **Confirmation**

Your changes have been applied.