

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/iorion

 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 *I Human Resources/Payroll Employee Self-Service Employee Self-Service Human Capital Management Information Personal Information.*

Human Resources/Payroll Employee Self-Service
▲ 🖿 Employee Self-Service
Worklist
Employees W4 Information
Human Capital Management Information
Personal Information

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

Personal Information	Bac <u>k</u>
Employee Name Organization Email Address	Employee Number Business Group
Basic Details	
Full Name Marital Status Date of Birth Employee Number Organization Email Address	
Phone Numbers	
Home Mobile Work Main Address	Update
Address Line 1 Address Line 2 Address Line 3 City State Zip Code County Type Other Address	Update
	bbA



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 <u>Home</u> type.

Phone Numb	ers: Enter and Maintain				Cancel	Save For Later	Ne <u>x</u> t
	Employee Name			Employee Number			
Please DO NOT up updated via the "l' D + Type	organization Einäi Address odateidelete the work phone as i T Help" icon on your desktops o	t's being maintained r by clicking the icor Delete	by the district's Enterprise Activ below.	Directory. You need to submit a remec	ly ticket to have your	workphone nun	nber
Home Home Fax		Î					
Home Secondary Home Tertiary							
Main Mobile Public Other Pager Work Fax Work Secondary Work Tertiary							

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

Personal Information: Re	view	Cancel	Printable Page	Save For Later	Bac <u>k</u>	Sub <u>m</u> it
Employee Name			Employee Nu	Imber		
Organization Email Address			Business (Group		
Indicates Changed Items.						
Phone Numbers						
	Current		Proposed			
Home						
Mobile						
Work						
Additional Information						
Attachments						
To help approvers understand the re	quest, you can attach s	upporting documents, i	mages, or links to t	his action.		
			-			
+						

6. You will receive a confirmation.

🖪 Confirmation	
Your changes have been applied.	
	Return to Overview



TO UPDATE YOUR MAIN ADDRESS

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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		Cance <u>l</u>	Ne <u>x</u> t
Employee Name Organization Email Address	Employee Number Business Group		
 Select the type of change you want to make: Correct Correct or amend this address. Enter a new address if you have move 	ct if details of the address are incorrect, or enter a new address.		

8. Enter the information. Click Next.

Main Address: Enter New Add	dress		Cance <u>l</u>	Save For Later	Bac <u>k</u>	Ne <u>x</u> t
Employee Name		En	nployee Nui	nber		
Organization Email Address		1	Business G	roup		
Select your country and enter your address. Ple telephone number, social security number, and Indicates required field	ase indicate whether yo family member information	ou wish to allow pu tion.	blic release	of your home addre	ess, home	e
* Effective Date	29-Apr-2021 📸	<u>j</u>				
Туре		~	<u>ji</u>			
Country	United States		~			
	US Address Style					
[^] Address Line 1						
Address Line 2						
Address Line 3						
* City		N Q				
State						
* Zip Code						
County						

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

Your changes have been applied.	
	Return to Overview