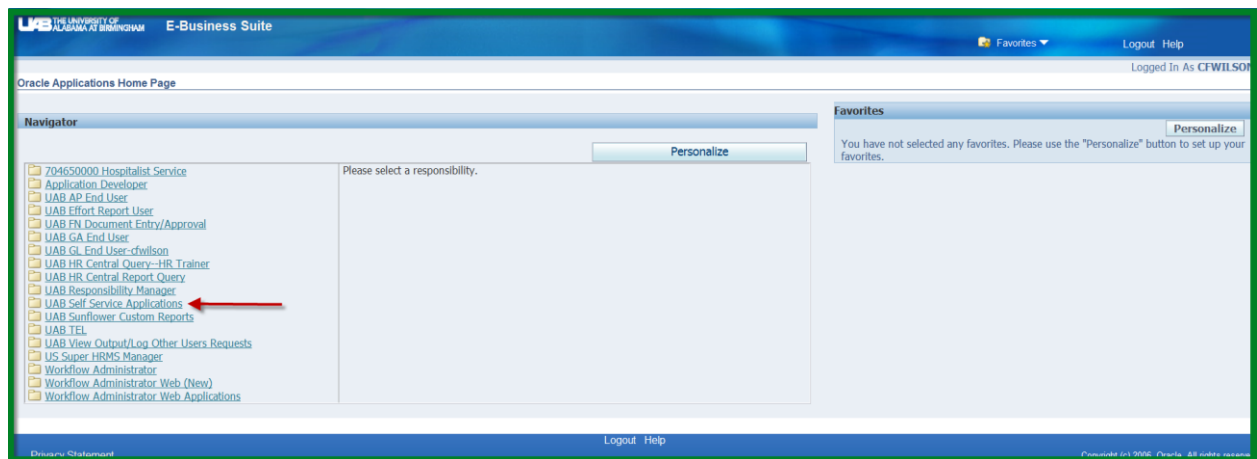# UAB Self Service Applications
Changing Your Personal Information

The **UAB Self Service Application** gives employees access to view and change their personal information in the Oracle Administrative Systems. **Personal information which can be changed includes: first and last name, ethnic origin, phone numbers and home address**. Campus address information can only be updated by your department representative using the ACT Form.
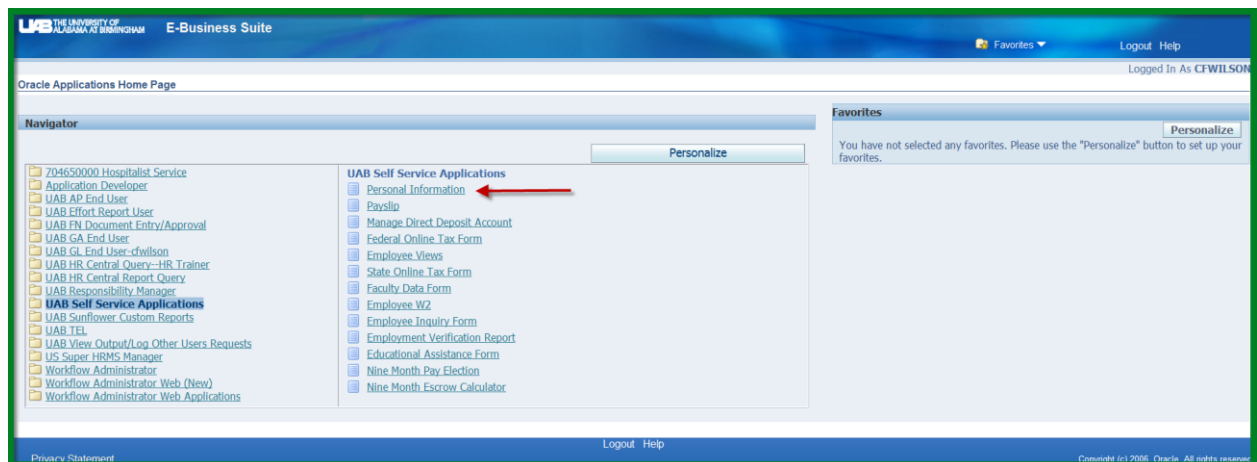
PLEASE NOTE: All changes made through the Self Service Applications will change the employee's official UAB Personnel Record.

UAB Self Service Applications > Personal Information

1. Click on the **UAB Self Service Applications** link to access the **UAB Self Service Applications** menu options.

2. Click on the **Personal Information** menu option.

UAB Self Service Applications
Changing Your Personal Information

Personal Information can be updated by clicking on the **Update** icon as seen below.

Please Note: The **Update** buttons are only available for Basic Details, Phone Numbers, and Main Address. These are the only three sections available for update through the UAB Self Service Applications. Campus Address information can only be updated by your department representative using the ACT Form.

UAB Self Service Applications
Changing Your Personal Information

Changing Your Name and/or Ethnic Orgin

1. To change your name, click on **Update** in the **Basic Details** section of the **Personal Information** window.

Basic Details - To change your current Name or Ethnic Origin information please "Click" the UPDATE icon

Update
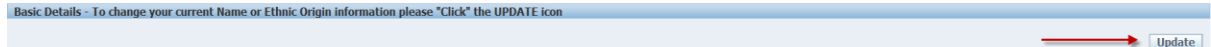
2. Select the change you want to make, click on **Next** to go to **Basic Details: Correction Information** screen.

3. On **Basic Details: Correct Information** screen (as shown below), enter the new information (i.e. First, Middle, Last Name or Suffix); capitalize the first letter in each name field; remaining letters should be lower case.
   Note: Asterisks denote required information

4. To change the **Ethnic Origin**, click on the drop down arrow in the **Ethnic Origin** field; select by highlighting the appropriate category.

The category you highlight will appear in the **Ethnic Origin** field.

After all changes have been made on the **Basic Details: Correction Information** screen, click on the **Next** button.

5. The **Personal Information Review** screen will open displaying both **Current** information and **Proposed** Information which reflects the changes you wish to make.
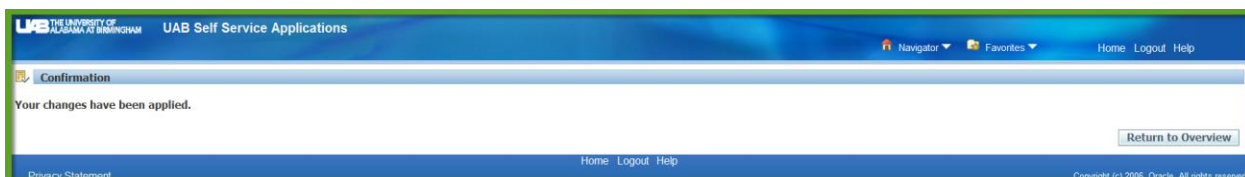
The *blue dot* signifies the proposed change(s) to be made. Review changes and check for accuracy, if you need to make a correction to the **Proposed** information click on the **Back** button to make the necessary change then click on **next**.

6. If you are satisfied with the changes, click on **Submit** to process changes.

7. **Confirmation** message appears at the top of your screen indicating that your changes have been made. To return to the Personal Information screen, click on **Return to Overview**.

You will also receive an email at your UAB email address informing that information has been updated in Oracle.
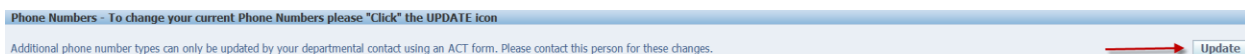
Please note the below:

- Clicking on Back button will return you to the previous page.
- Clicking on Cancel will cancel any changes you have proposed to make; you will have the option to click on **No** or **Yes** to confirm this action.
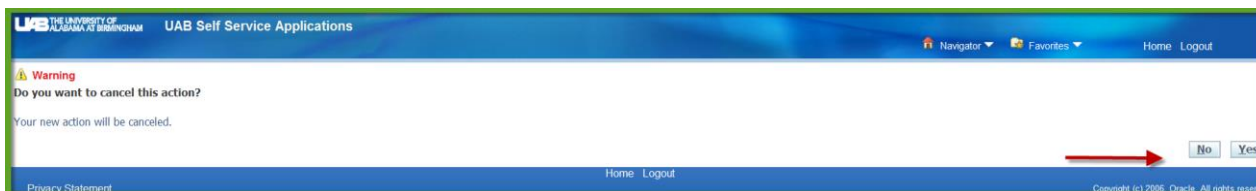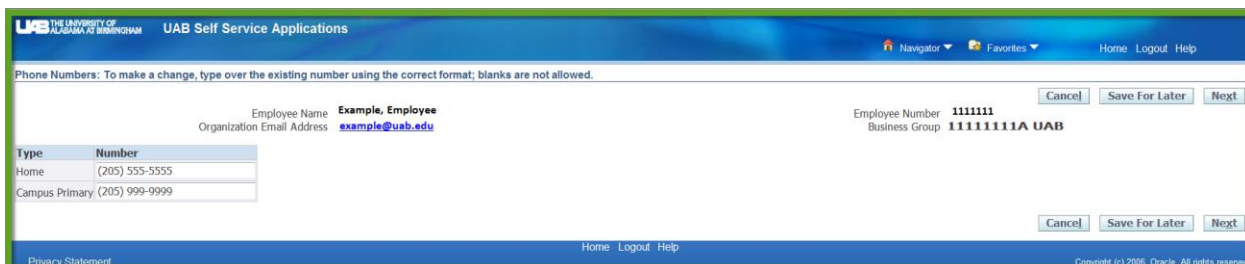

Changing Your Phone Numbers

1. To change your phone information, click on Update in the **Phone Numbers** section of the **Personal Information** window.

2. To make a change, type over the existing number using the correct format (205) 000-0000, then click on **Next**.

3. The **Personal Information: Review** page will open and display both **Current** and **Proposed** information which reflects the changes you wish to make.

    The **blue dot** signifies the proposed change(s) to be made. Review changes to check for accuracy, if you need to make a correction to the **Proposed** information click on the **Back** button to make the necessary change then click on **next**.

4. If you are satisfied with the changes, click on **Submit** to process changes.

    Confirmation message appears at the top of your screen indicating that your changes have been made. To return to the Personal Information screen, click on **Return to Overview**.

    Please note the below:
    *   Clicking on **Back** button will return you to the previous page.
    *   Clicking on **Cancel** will cancel any changes you have proposed to make, you will have the option to click on **No** or **Yes** to confirm this action.

UAB Self Service Applications
Changing Your Personal Information

- Clicking on **Save For Later** button allows you make changes and save until you are ready to submit; click on **OK** to confirm action. You will get a confirmation page advising that "Your Changes have been saved for later", see screenshot below:
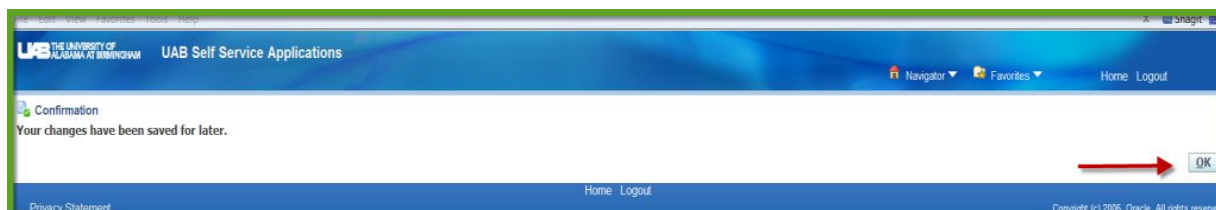
Changing Your Home Address

1. To change your home address, click on **Update** in the **Main Address** section of the **Personal Information** screen.
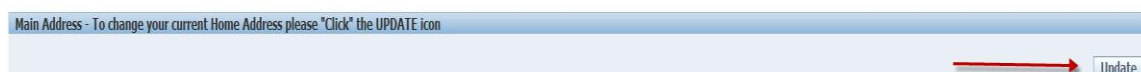
2. Select the type of change you want to make then click on **Next.**

3. After clicking on **Next**, the **Main Address: Correct Address** screen will open. You can only update your home address. Campus address must be updated using the ACT Form.
   Note: Asterisks denote required information

4. Enter your street address in In **Address Line 1**.

   | * Address Line 1 | 5303 Oracle Lane |

5. Enter the city you live in and click on the search icon 🔍 to execute the search.

   | * City | Birmingham |

   The below search screen will open. Click on the select ◯ button next to the **city, state, zip code range and county** that applies to you, and then click on **Select** at bottom of page.

   The **Quick Select** button will also auto populate fields.

   Click on the **Next 10** ⊘ button to view additional selections.

   The following fields (**city, state, and county**) will auto populate.

* City	Birmingham
* State	AL
	Alabama
* Zip Code	
* County	Jefferson

   Note: Some of the zip codes are listed in ranges. If your selection has a **zip code range** (as shown below) you must manually enter your zip code.

   | ◯ | | Birmingham | AL | 35200 - 35299 | Jefferson |

Once all changes have been applied, click on **Next**.

5. The **Personal Information: Review** screen will display both **Current** and **Proposed** information which reflects the changes you wish to make.

   The **_blue dot_** signifies the proposed change(s) to be made. Review changes to check for accuracy, if you need to make a correction to the **Proposed** information click on the **Back** button to make the necessary changes, then click on **next**.

   Once all changes are accurate, click on **Submit**.

Confirmation message appears at the top of your screen indicating that your changes have been made. To return to the Personal Information screen, click on **Return to Overview**.

UAB Self Service Applications
Changing Your Personal Information

Please note the below:

- Clicking on **Back** button will return you to the previous page.
- Clicking on **Cancel** will cancel any changes you have proposed to make; you will have the option to click on **No** or **Yes** to confirm this action.
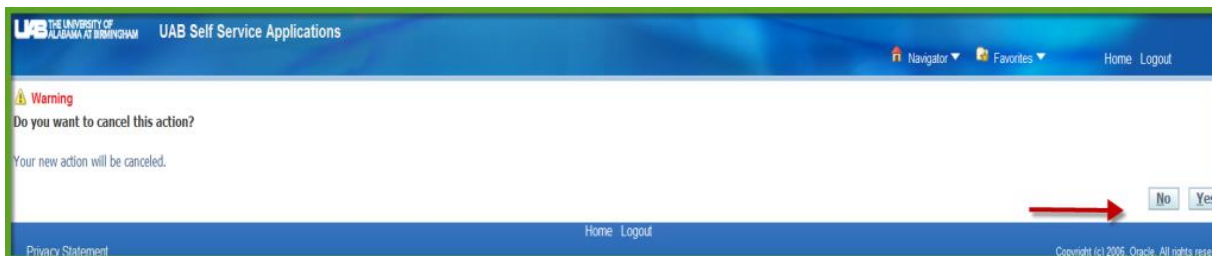
You will be notified by email when changes are made to your personal information in the UAB Self-Service Applications. The email will provide a general description of the data field that changed, such as Name or Ethnicity, Phone Numbers, or Home Address, but will not display specific data. A link to the Self Service Applications will be provided to confirm changes and a contact number to the appropriate office will be included to report any unauthorized changes.