The **UAB Self Service Application** gives employees access to view and change their personal information in the Administrative Systems. **Personal information which can be changed includes first and last name, ethnic origin, phone numbers and home address.** Changes made through this application will change the employee’s official UAB Personnel Record.

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**Personal Home Page**

The **PERSONAL HOME PAGE** is your point of access to the **UAB SELF SERVICE APPLICATIONS**.

1. Click on the **UAB SELF SERVICE APPLICATIONS** link to access the **UAB SELF SERVICE APPLICATIONS** menu. Your screen should resemble the one below. Click on the **PERSONAL INFORMATION** menu option.

2. A screen similar to the one below will open, showing your **EMPLOYEE NAME, EMPLOYEE NUMBER, BASIC DETAILS, PHONE NUMBERS** (both home and campus) and **MAIN ADDRESS**
(your home address as it appears in the Administrative Systems) and **OTHER ADDRESS** (Campus Primary Address).

Notice the Update buttons are only available for Basic Details, Phone Numbers and Main Address. These are the only three sections you will be able to update through the UAB Self Service Applications. Campus Primary address information can only be updated by your departmental contact using an ACT Form. Please contact this person for these changes.
Changing Your Name and/or Ethnic Origin

1. To change your **name**, click on **Update** in the **BASIC DETAILS** section of the **PERSONAL INFORMATION** window.

Your screen should resemble the one below.

![Image of UAB Self Service Application screen showing basic details]

2. Select the type of change you wish to make and then click on **Next**.

The following screen will open.

![Image of UAB Self Service Application screen showing update information]

**Note:** Asterisks denote required information

3. Enter **the new information** (i.e. First, Middle, Last Name or Suffix), type in the format first letter of each name capitalized; remaining letters lower case (Thompson).
UAB Self Service Application
Changing Your Personal Information

4. To change your *ethnic origin* click on **Update** in the **BASIC DETAILS** section of the **PERSONAL INFORMATION** window.

5. Click on the drop down arrow in the **ETHNIC ORIGIN** field; select by highlighting the appropriate category.

   ![Ethnic Origin Example]

   The category you highlight will appear in the **ETHNIC ORIGIN** field.

6. Click on **Next**; the **PERSONAL INFORMATION REVIEW** page will open displaying both **CURRENT** information and **PROPOSED** information which reflects the changes you wish to make.

   ![Personal Information Review Page]

   The *blue dot* signifies a change has been made to the current information. Review changes and check for accuracy, if you need to make a correction to the **Proposed** information click on **Back** and make the necessary change.

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

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UAB Self Service Application
Changing Your Personal Information

CONFIRMATION message appears at the top of your screen indicating that your changes have been made:

You will also receive an email at your UAB Email Address.

8. Click on Return to Overview to return to the PERSONAL INFORMATION screen.

Changing your Phone Numbers

1. To change your phone information, click on Update in the PHONE NUMBERS section.

Your screen will look like the picture on the right.

2. To make a change, type over the existing number using the (xxx) xxx-xxxx format.

3. Click on Next.

The PERSONAL INFORMATION REVIEW page will open displaying both CURRENT information and PROPOSED information which reflects the changes you wish to make.
UAB Self Service Application
Changing Your Personal Information

4. The blue dot signifies a change has been made to the current information. Review the changes and check for accuracy, if you need to make corrections to the Proposed information; click on Back and make necessary changes and click on Next.

5. If you are satisfied with the changes, click on Submit to process your changes.

6. A CONFIRMATION message appears at the top of your screen indicating that your changes have been made:

   
   Confirmation

   Your changes have been applied.

You will also receive an email at your Organization Email Address.

7. Click on Return to Overview to return to the PERSONAL INFORMATION screen.

Changing your Home Address

8. To change your home address, click on Update in the MAIN ADDRESS section of the PERSONAL INFORMATION screen.

Your screen will look like the picture on the right.

9. Select the type of change you wish to make and then click on Next.

This screen will open.

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Changing Your Personal Information

10. Enter a date that reflects your change in address as shown here:

   ![Effective Date](01-Oct-2005)

   **Note:** Effective Date must be either the current date or a future date.

11. Choose the address Country if applicable using the drop down box provided.

   ![Country](United States)

   **Note:** Wherever you see the flashlight icon, it can be used to search for valid values.

12. Enter your street address in ADDRESS LINE 1 as required:

   ![Address Line 1](23 Roper Road)

   * Asterisk (*) indicates required field.

13. Enter the city that you live in and click on the flashlight to execute the search.

   ![City](Enter city)

   The following search screen will open.

   ![Search and Select: City](Search screen)

   **Note:** The zip code is listed in ranges; examine the listing of cities and their corresponding states, zip code ranges and counties.

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14. If you do not see the correct zip code and county listed, click on the **NEXT 10** button.

15. You can click the **QUICK SELECT** button if the zip code that applies to you does not have a range.

   Birmingham   AL   35240 - 35240   Shelby

   The city, state, zip code and county will auto populate.

16. If the zip code that applies to you falls within a range, click the **button next to the city, state, zip code range and county** that applies to you.

17. Click the **Select** button. This will auto populate the city, state and county fields.

18. You must manually enter a **zip code**.
19. Click on the **PERSONAL INFORMATION REVIEW** Screen will open displaying both the **CURRENT** information and the **PROPOSED** information which reflects the changes you wish to make.

20. The **blue dot** signifies a change has been made to the current information. Review the changes and check for accuracy, if you need to make corrections to the **Proposed** information; click on **Back** and make necessary changes and click on **Next**.

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

22. A **CONFIRMATION** message appears at the top of your screen indicating that your changes have been made:

   ![Confirmation Message]

   "Your changes have been applied."

23. Click on **Return to Overview** to return to the **PERSONAL INFORMATION** screen.
UAB Self Service Application
Changing Your Personal Information

You will be notified by email when changes are made to your personal information in the UAB Self-Service Application. The email will provide a general description of the data field that changed, such as “Name or Ethnicity” or “home address,” but will not show the specific data. A link to the self-service application in which the change occurred will be provided so you may log in and review your data, and the phone number to the appropriate office will be included to report any unauthorized change.

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