

Department	
Responsibility/Role	
File Name	Update Address_SPD
Revision	
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Last Changed by	
Status	

Update Address

Trigger:

Concept

Employees can use the **Personal Information** page to update and maintain their personal records. The Personal Information includes basic personal details, address, phone numbers, dependents, Blood Type and beneficiaries and emergency contacts.

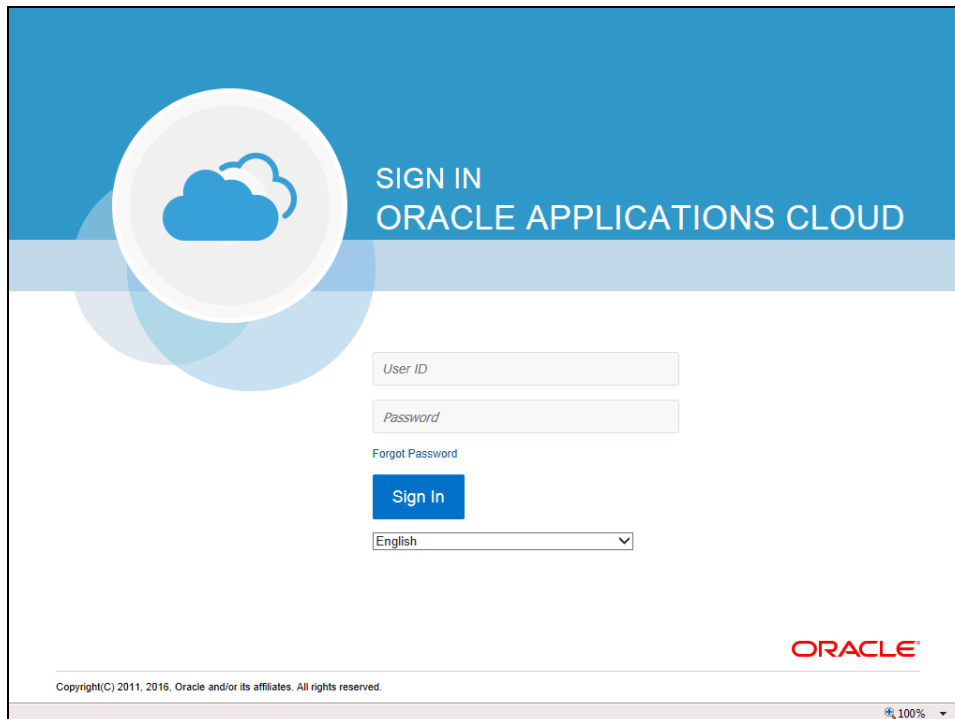
In this topic, you will update address using the **Personal Information** page.




Required Field(s)	Comments

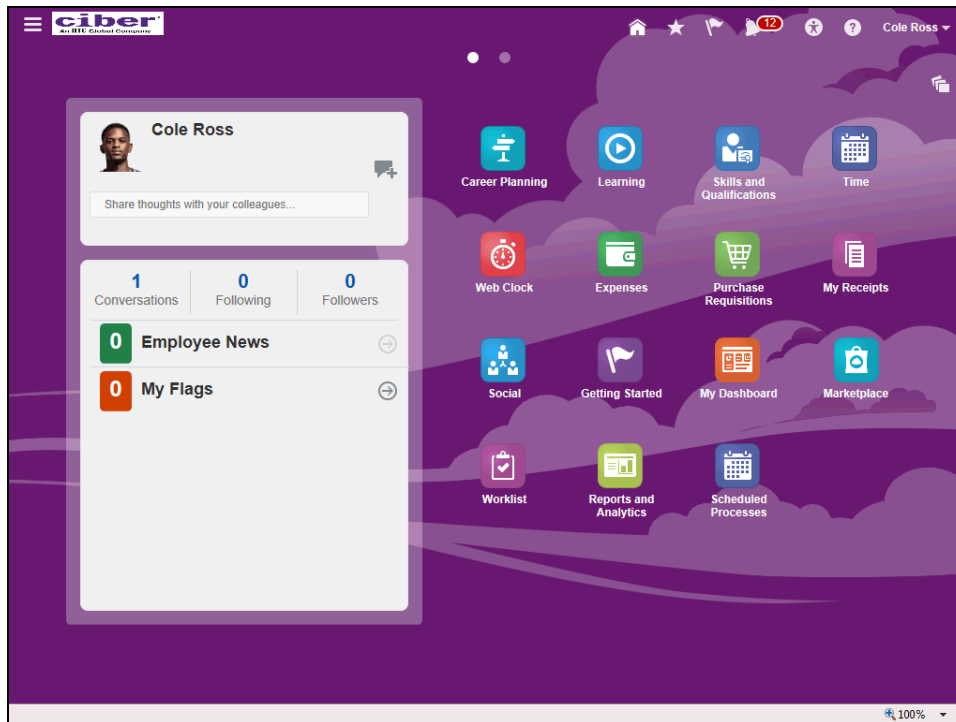
Output - Result(s)	Comments


Additional Information

Procedure



Step	Action
1.	Click in the User ID field. 
2.	Enter the desired information into the User ID field. Enter " cole.ross ".
3.	Click in the Password field. 
4.	Enter the desired information into the Password field. Enter " Ciber123 ".
5.	Click the Sign In button. 



Step	Action
6.	<p>Begin by navigating to the Personal Information page.</p> <p>Click the Navigator button.</p> 
7.	<p>Click the Personal Information link.</p> <p>Personal Information</p>
8.	<p>The Personal Information page will display basic details like name, marital status, etc of an employee, and contact details like phone numbers and address.</p> <p>You can modify any of this information by clicking on the Edit button corresponding to the region you want to update.</p>

System Process Document

Update Address

The screenshot shows the 'My Details' page in the Oracle Ciber system. The page is divided into several sections: Contact Information, Biographical Information, Personal Contacts, Disability Information, and Documents. The 'Edit' button is located in the top right corner of the 'My Details' section.

Contact Information		Biographical Information	
Work Mobile Phone	1-650-284-3877	Last Name	Ross
Work E-Mail	coleross@prospective.c...	First Name	Cole
Home Address	350 Hazel Ave. MILLBRAE, CALIFORNIA 94030 UNITED STATES	Title	Mr.
Primary Mailing	Home Address	Date of Birth	5/20/73
		Legislation	United States
		Social Security Number	539-24-0865
		Ethnicity	Two or more races
		Gender	Male
		Marital Status	Married

Personal Contacts



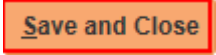
Brother	John Smith
Emergency	Devon Kensington

Disability Information

No data to display.

Documents

No data to display.

Step	Action
9.	Click the Edit button. 
10.	Click the Edit button. 
11.	Click in the Address Line 1 field. Address Line 1 <input data-bbox="587 1285 1027 1339" type="text" value="350 Hazel Ave."/>
12.	Press [Delete] .
13.	Enter the desired information into the Address Line 1 field. Enter " Apartment 9 ". Address Line 1 <input data-bbox="587 1487 1027 1541" type="text"/>
14.	Click the Save and Close button. 
15.	You have successfully updated the address. End of Procedure.