

How Do I Change My Email Address?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Personal Details** tile.
4. On the **Personal Details** page, click the **Contact Details** link.

Review Current Email Information

5. On the **Contact Details** page, review the email information. NOTE: The employee's work or business email should be listed and designated as the **Preferred** email address.

Add a Personal Email Address

6. To add a personal email address, click the **Add Email** icon displayed above the **Email Address** field on the **Contact Details** page.
7. On the **Email Address** page, click the **Email Type** field.
8. Select a valid value from the listing.
9. Click the **Preferred** checkbox, if desired, to designate the email address as the "first email address to select."
10. Populate the **Email Address** field.
11. Click the **Save** button.

Designate an Existing Email Address as Preferred (or Primary)

12. On the **Contact Details** page, click the **Type** associated with the **Email Address** to designate. NOTE: Do not click the email address; it is a link which opens a new email, using the selected email address.
13. On the **Email Address** page, click the **Preferred** checkbox associated with the email address.
14. Click the **Save** button.



Update an Email Address

15. On the **Contact Details** page, click the **Type** associated with the **Email Address** to update. NOTE: Do not click the email address; it is a link which opens a new email, using the selected email address.
16. On the **Email Address** page, make the necessary changes.
17. Click the **Save** button.

Delete an Email Address

18. On the **Contact Details** page, click the **Type** associated with the **Email Address** to delete. NOTE: Do not click the email address; it is a link which opens a new email, using the selected email address.
19. On the **Email Address** page, click the **Delete** button.
20. On the delete confirmation message, click the **Yes** button.

Complete the Task/Sign Out of Application

21. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



22. Click the **Sign Out** option in the listing.

