Shawnee State
UNIVERSITY

Personal Information: Edit Biographical Information in Bear Trax
All Employees

Introduction

Purpose:	The purpose of this task is to view or make a change to your Biographical Information in the Personal Information section of Bear Trax.
How to Access:	Go to the Home Page by clicking the [home] icon.

Click the [menu] Icon.

Under "Me," click "Personal Information."

Me

- Directory
- Absences
- **Personal Information** ← Navigator panel allows quick access to different hot spots for employees
- Benefits
- Personal Brand
- Expenses
- Time

View My Details under your Personal Information.

Click the **Edit** button. From this page, you can view and edit your personal information.

My Details

My Details   Edit

- My Details
- Employment Details
- My Documents
- Benefits
- Compensation

Contact Information

Home Mobile Phone   1-740-821-1368
Home E-Mail   mkeller@shawnee.edu
Home Address   123 Main Street
Portsmouth, OH 45662
Scioto
United States

Personal Contacts

Spouse   Barrett Faculty

Biographical Info

Last Name   Faculty
First Name   Test
Middle Name   A
Date of Birth   7/31/83
Legislation   United States
Social Security Number   123-84-8576
Ethnicity   White
Gender   Female
Marital Status   Married

Disability Info

Click the icon to the left to access your biographical information.

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Contacts + ▾

	Primary	Type		Details			
	☑	Home Mobile Phone ▾		United States 1 ▾	740	821-1368	
	☑	Home E-Mail ▾		mketter@shawnee.edu			

- Contact Information
- Biographical Info
- Contacts
- Disability

When changing addresses, please first enter the zipcode
Address +

Primary Mailing Home Address: 123 Main Street, West Union, OH 45693, Adams, United States

Type	Home Address
Effective Start Date	9/17/18
Country	United States
* Address Line 1	123 Main Street
ZIP Code	45693
City	West Union
State	OH
Tax District	
County	Adams

Click the pencil icon to edit your biographical information.

If changing names(especially first and last names), please provide appropriate documentation to Human Resources

- Contact Information
- Biographical Info
- Contacts
- Disability

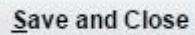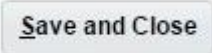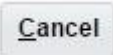|	
Effective Start Date	8/21/18
Last Name	Faculty
First Name	Test
Title	
Prefix	
Suffix	
Middle Name	A
Honors	
Preferred Name	
Previous Last Name	
Blood Type	▾
Legislation	United States
Ethnicity	White ▾
Marital Status	Married ▾

Edit information by clicking the "pencil" icon here.

Helpful Hints:

Be sure to keep in mind that…

- You can edit anything related to your biographical information here. Do not make changes to your First and Last Legal name unless there is legal documentation supporting this.

- You must always click **Save and Close** before exiting the editing page, or your changes will not be saved.

- Some changes may require HR approval to take effect in the system.

- If you wish to cancel your changes, simply click **Cancel** and you will be taken back to the Personal Information main page.

Procedure: Here are the steps to edit your biographical information from the Biographical Information page:

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Edit your Biographical Information

1. To edit, click the ✏ .

Edit My Details: Biographical Info

🖾 Contact Information

If changing names(especially first and last names), please provide appropriate documentation to Human Resources

✏

👤 Biographical Info

Effective Start Date	8/21/18
Last Name	Faculty
First Name	Test
Title	
Prefix	
Suffix	
Middle Name	A
Honors	
Preferred Name	
Previous Last Name	
Blood Type	▼
Legislation	United States
Ethnicity	White ▼
Marital Status	Married ▼

👥 Contacts

↩ Disability

Edit information by clicking the "pencil" icon here.

2. Enter your biographical details on the form.

Edit My Details: Biographical Info

⊞ Contact Information	
👤 Biographical Info	
👥 Contacts	
↩ Disability	

If changing names(especially first and last names), please provide appropriate documentation to Human Resources

* Effective Start Date	9/17/18 📅
Global-Name Language	American English
* Last Name	Faculty
First Name	Test
Title	▼
Prefix	
Suffix	
Middle Name	A
Honors	
Preferred Name	
Previous Last Name	
Blood Type	▼
Legislation	United States
Ethnicity	White ▼
Marital Status	Married ▼
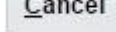
a. As required, complete/review/change the following fields:

Field Name	Required / Optional	Description
Effective Start Date	Required	Refers to the first date of employment
Global Name Language	Cannot Edit	Not editable
Last Name	Required	Full legal last name. Must reflect what is displayed on social security cards; *do not change* this unless correcting a legal inaccuracy.
First Name	Optional	Full legal first name. Must reflect what is displayed on social security cards; *do not change* this unless correcting a legal inaccuracy.

Field Name	Required / Optional	Description
Title	Optional	Drop-down menu for preferred title
Prefix	Optional	Preferred prefix
Suffix	Optional	Preferred suffix
Middle Name	Optional	Full middle name or middle initial
Honors	Optional	Fill in any obtained honors
Preferred Name	Optional	Preferred name or nickname
Previous Last Name	Optional	Former full last name
Blood Type	Optional	Drop-down menu, select blood type
Legislation	Cannot Edit	Not editable
Ethnicity	Optional	Drop-down menu, select ethnicity that applies
Marital Status	Optional	Drop-down menu, select marital status that applies

3. To finish and save your changes, press the Save and Close icon.

4. To cancel changes, press the Cancel icon.

Updated Biographical Information

Edit My Details: Biographical Info

Contact Information	*If changing names(especially first and last names), please provide appropriate documentation to Human Resources*
Biographical Info	Effective Start Date 9/17/18
	Last Name Faculty
Contacts	First Name Test
	Title
Disability	Prefix
	Suffix
	Middle Name A
	Honors
	Preferred Name T
	Previous Last Name
	Blood Type
	Legislation United States
	Ethnicity White

Save and Close   Cancel

Final Notes

By following these steps, you have made changes to your Biographical Information. All new changes are displayed on the main Personal Information page as well as your Biographical Information page.