

## Personal Information: My Details in Bear Trax

*All Employees*

### Introduction

#### Purpose:

The purpose of this task is to view or make a change to My Details through Bear Trax.

#### How to Access:

Go to the [Home Screen](#) by clicking the  icon.

Click the  Icon.

Under “Me,” click “Personal Information.”

### Navigator

#### Me

 Directory

 **Personal Information**

 Benefits

 Personal Brand

 Expenses


 Time

 Absence

The Navigator allows quick access to different hot spots for employees

View My Details under your Personal Information.

**Edit**

Click the  button. From this screen, you can view and edit your personal information.


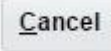


### Helpful Hints:

Be sure to keep in mind that...

- You can change personal contact and biographical information, contacts, and disability information via the left-hand navigation icons on the My Details edit page.



- You must always click  before exiting the editing page, or your changes will not be saved.
- Some changes follow a workflow requiring Human Resources approval.
- If you wish to cancel your changes, simply click  and you will be taken back to the Personal Information main screen.
- You can access information about your compensation, benefits, payroll, and employment information via the icons on the left side of the My Details page.


### Procedure:

Here are the steps to edit your personal information through the Personal Information screen:

## Edit Your Contact Information

Edit your contact information from the Edit My Details: Contact Information screen.

Edit My Details: Contact Information Save and Close Cancel

 Contact Information
   
Biographical Info
   
Contacts
   
Disability

**Contacts** + ▾

Primary	Type	Details	
<input checked="" type="checkbox"/>	Home Mobile Phone	United States 1 740 821-1368	x
<input checked="" type="checkbox"/>	Home E-Mail	miketter@shawnee.edu	x

When changing addresses, please first enter the zipcode

**Address** + ▾

Primary Mailing Home Address: 123 Main Street, Portsmouth, OH 45662, Scioto, United States

Type Home Address

Effective Start Date 8/21/18

Country United States

\* Address Line 1 123 Main Street

ZIP Code 45662

City Portsmouth

State OH

Tax District

County Scioto

If you want to...	Then...	Go To
Add a Phone Number or Email	Click the + ▾ icon next to "Contacts".	<a href="#">Step 1</a>
Change a Phone or Email	Edit the existing phone number or email address type or information under "Details".	<a href="#">Step 2</a>
Delete a Phone Number, Email, or Other Communication Account	Click the x icon to the right of the form of contact that you would like to delete.	<a href="#">Step 3</a>
Change your Primary Contact Selections	Check the box next to your listed contact to choose your primary phone number or email address.	<a href="#">Step 4</a>
Add an Address	Click the + icon next to Address and fill out all required fields marked by *.	<a href="#">Step 5</a>
Edit your Current Address	Click the edit icon and proceed to change necessary info.	<a href="#">Step 6</a>
Change your Primary Address	Click the drop-down menu and select the address to choose your primary address.	<a href="#">Step 7</a>
Navigate to Other Personal Information	See the respective information in this table.	<a href="#">Step 8</a>

## 1. To add a new Phone Number or Email Address, select contact type.

Edit My Details: Contact Information Save and Close Cancel

Contact Information

Biographical Info

Contacts

Disability

+

Contact

Phone

Email

Other Communication Accounts

Mobile Phone

United States 1

740

821-1369

x

Home E-Mail

mikester@shawnee.edu

x

When changing addresses, please first enter the zipcode

Address +

Primary Mailing Home Address: 123 Main Street, Portsmouth, OH 45662, Scioto, United States

Enter Full Phone Number Here

### a. To add a new Phone number, choose:

- Type (home, mobile...).
- Add United States in the Country Code box.
- Enter the area code and seven digits in the 000-000-0000 format together in the next box.
- Click Save and Close.


### b. To add a new Email address, choose:

- Type (Home E-mail or other).
  - Note: Work email is entered automatically and may not be edited by employees.
- Enter the complete email under "Details".
- Click Save and Close.

## 2. To change or edit an existing Phone Number or Email address:

- Click on the field you wish to edit.
- Enter new, updated information into the field.
- Click Save and Close.





## 3. To delete a pre-existing Phone Number or Email address:

- Click the  icon to the far right of the contact detail you would like to erase.

## 4. To change your primary Phone Number or Email address:

- a. Click the checkbox under “Primary” next to the contact choice you want to be the primary choice for that type.

Edit My Details: Contact Information

-  Contact Information
-  Biographical Info
-  Contacts
-  Disability



**Contacts** +
▼

Primary	Type	Details
<input checked="" type="checkbox"/>	Home Mobile Phone ▼	United States 1 ▼ 740 821-1368
<input checked="" type="checkbox"/>	Home E-Mail ▼	mketter@shawnee.edu

When changing addresses, please first enter the zipcode

**Address** +
▼

**Primary Mailing** Home Address: 123 Main Street, Portsmouth, OH 45662, Scioto, United States

**Type** Home Address

**Effective Start Date** 8/21/18

**Country** United States

**\* Address Line 1** 123 Main Street

**ZIP Code** 45662

**City** Portsmouth

**State** OH

**Tax District**

**County** Scioto

- b. You can have *one* primary phone number and *one* primary email address.
- c. Click Save and Close.

## 5. To add an address:

- a. Click the option to add a new address.

Edit My Details: Contact Information

**Contact Information**

Biographical Info

Contacts

Disability

**Contacts** + ▾

Primary	Type	Details
<input checked="" type="checkbox"/>	Home Mobile Phone ▾	United States 1 ▾ 740 821-1368
<input checked="" type="checkbox"/>	Home E-Mail ▾	miketter@shawnee.edu

When changing addresses, please first enter the zipcode

**Address** +

Primary Mailing Home Address: 123 Main Street, Portsmouth, OH 45662, Scioto, United States

Type Home Address

Effective Start Date 8/21/18

Country United States

\* Address Line 1 123 Main Street

ZIP Code 45662

City Portsmouth

State OH

Tax District

County Scioto

- b. Fill out all fields required, as marked by \*.
  - i. Make sure to enter the Zip Code before filling out the rest of the fields.

When changing addresses, please first enter the zipcode

**Address** +

Primary Mailing Home Address: 1123 Demo Site Ln, Portsmouth, OH 45662, Scioto, UNITED STATES

\* Type ▾

\* Effective Start Date 3/28/17

\* Country United States ▾

\* Address Line 1

Address Line 2

Address Line 3

\* City ▾

\* State ▾

\* ZIP Code ▾

Tax District ▾

\* County ▾

Type Home Address

Effective Start Date 1/1/17

Country United States

\* Address Line 1 1123 Demo Site Ln

City Portsmouth

State OH

ZIP Code 45662

Tax District

County Scioto

c. Click Save and Close.

## 6. To edit a current address:

Edit My Details: Contact Information

**Contact Information**

Biographical Info

Contacts

Disability

**Contacts** + ▾

Primary	Type	Details
<input checked="" type="checkbox"/>	Home Mobile Phone ▾	United States 1 ▾ 740 821-1368
<input checked="" type="checkbox"/>	Home E-Mail ▾	mketter@shawnee.edu

When changing addresses, please first enter the zipcode

**Address** +

**Primary Mailing** Home Address: 123 Main Street, Portsmouth, OH 45662, Scioto, United States

✎

×

Type Home Address

Effective Start Date 8/21/18

Country United States

\* Address Line 1 123 Main Street

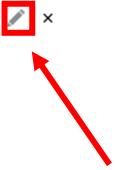
ZIP Code 45662

City Portsmouth

State OH

Tax District

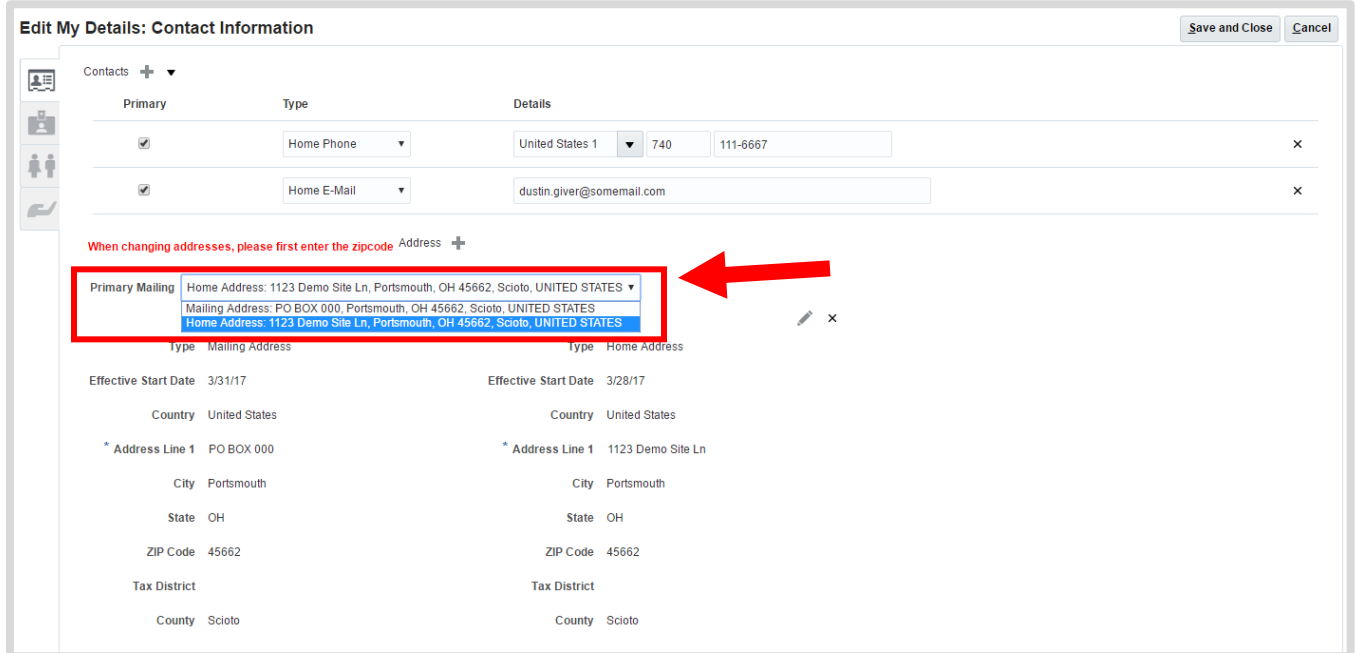
County Scioto



- a. Click the pencil icon to edit the address you would like to change.
- b. Edit the fields you would like to change.
- c. Click Save and Close.

*Note!* A change to your state will likely affect your taxes!

## 7. To change your primary mailing address:



**Edit My Details: Contact Information** Save and Close Cancel

Contacts + ▾

Primary	Type	Details
<input checked="" type="checkbox"/>	Home Phone ▾	United States 1 ▾ 740 111-6667 ×
<input checked="" type="checkbox"/>	Home E-Mail ▾	dustin.giver@somemail.com ×

When changing addresses, please first enter the zipcode Address +

**Primary Mailing** Home Address: 1123 Demo Site Ln, Portsmouth, OH 45662, Scioto, UNITED STATES ▾




Mailing Address: PO BOX 000, Portsmouth, OH 45662, Scioto, UNITED STATES

Home Address: 1123 Demo Site Ln, Portsmouth, OH 45662, Scioto, UNITED STATES

Type	Mailing Address	Type	Home Address
Effective Start Date	3/31/17	Effective Start Date	3/28/17
Country	United States	Country	United States
* Address Line 1	PO BOX 000	* Address Line 1	1123 Demo Site Ln
City	Portsmouth	City	Portsmouth
State	OH	State	OH
ZIP Code	45662	ZIP Code	45662
Tax District		Tax District	
County	Scioto	County	Scioto

- Click the drop-down menu next to Primary Mailing.
- Select the address you want as your primary mailing address. All employees must have a local address (Ohio, Kentucky or West Virginia).
- Click Save and Close.
- Any changes other than address lines 2 and 3 will require approval by Human Resources.

## 8. To navigate to additional types of personal information, click on the following icons:

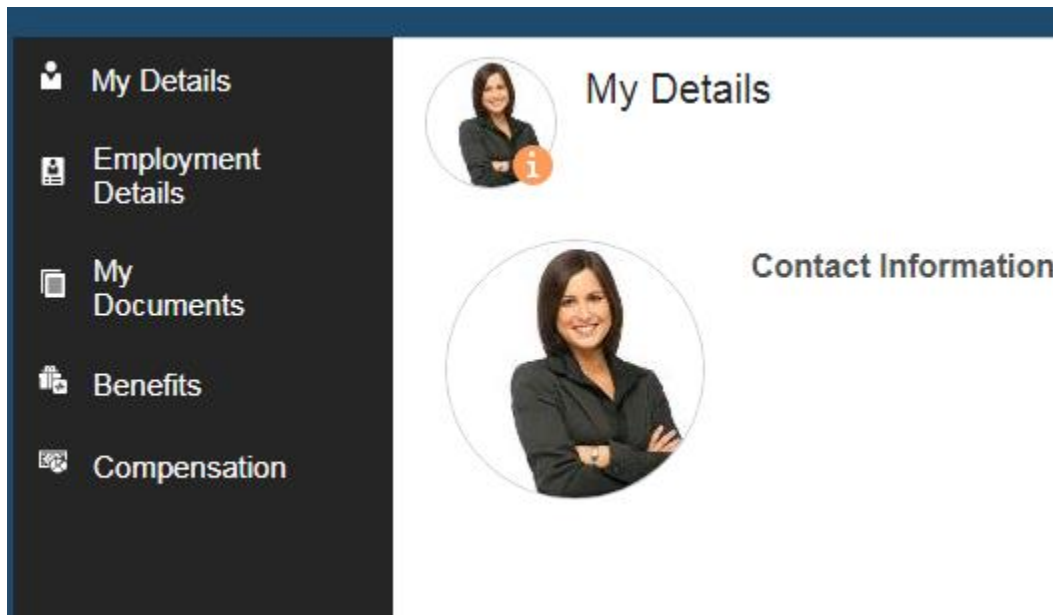
Icon	Type of Personal Information
	Biographical Information
	Contacts
	Disability Information



- a. Biographical Information is the page for you to enter and edit information about yourself.
- b. Contacts is the page for you to enter and edit information about emergency contacts, dependents or beneficiaries.
- c. Disability Information is the page for you to enter and edit information regarding any disabilities you would like to report and also for you to ask for reasonable accommodations for your disabilities.

### Access Your Other Personal Information

View other Related Personal Information via the buttons on the left side of the My Details Page.



1. Click the respective icon to access each different page for information.

Button Name	Actions
<b>My Details</b>	Use this page to view contact information, contacts, and biographical information.
<b>Employment Details</b>	Use this page to view your hire date and years worked with SSU.

Button Name	Actions
<b>My Documents</b>	Use this page to view your paylips and other uploaded documents.
<b>Benefits</b>	Use this page to view your benefit enrollments, costs and to make changes to your enrollments.
<b>Compensation</b>	Use this page to view your annual salary and position grade.

## Updated Personal Information


My Details

Employment Details

My Documents

Benefits

Compensation


**My Details**

Contact Information

Home Mobile Phone

1-740-921-1368

Home E-Mail

mkotter@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

No data to display.

Documents

Edit

## Closing Notes:

By following these steps, you have successfully viewed and/or made changes to your personal information. All new changes are displayed on the main Personal Information page.