

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.

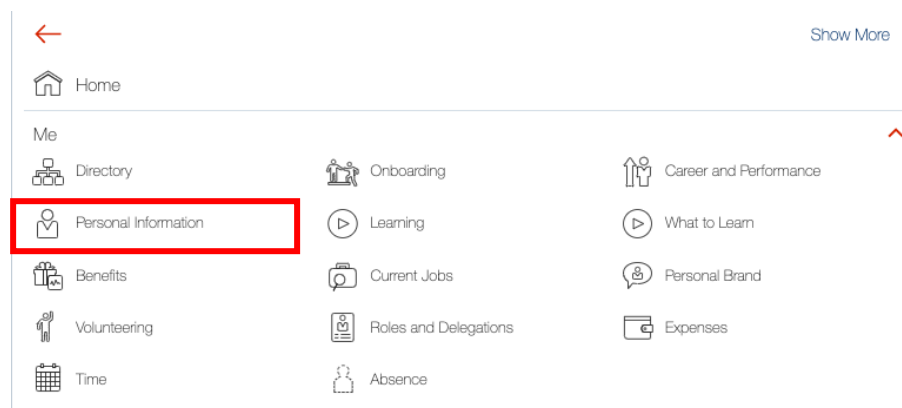
How to

Access:

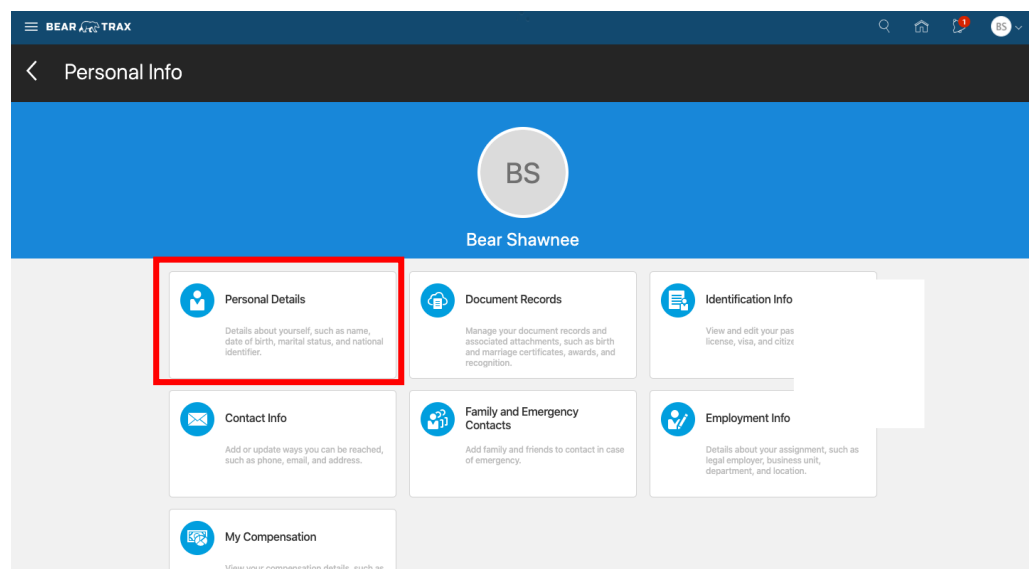
Go to the [Home Page](#) by clicking the  icon.

Click the  icon.

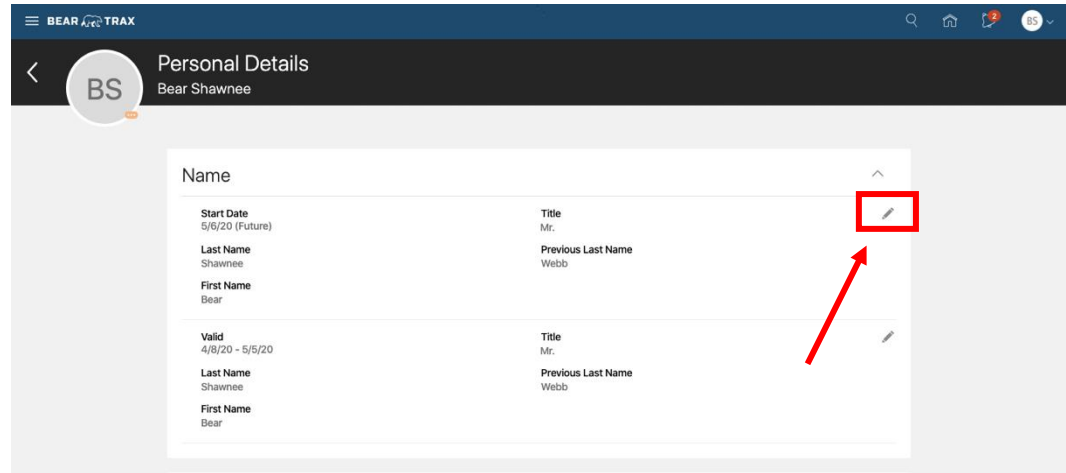
Under “Me,” click “Personal Information.”



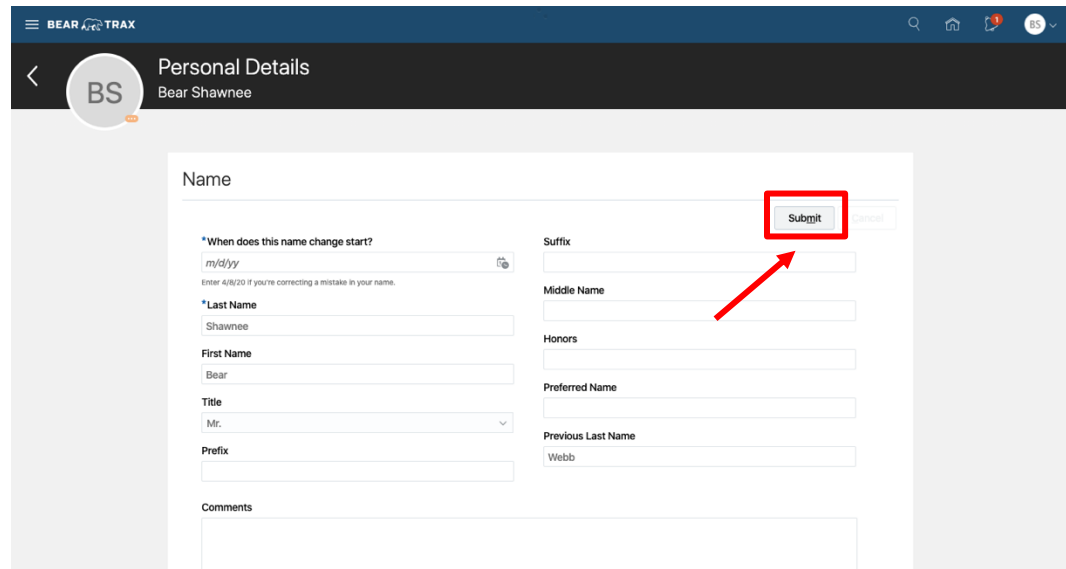
View *Personal Details* under your Personal Information.



Click the pencil icon to edit your biographical information.



Click the pencil icon to edit your biographical information. Make any necessary changes and then select **Submit**.



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 Submit before exiting the editing page, or your changes will not be saved.
- Some changes may require HR approval to take effect in the system.

Procedure:

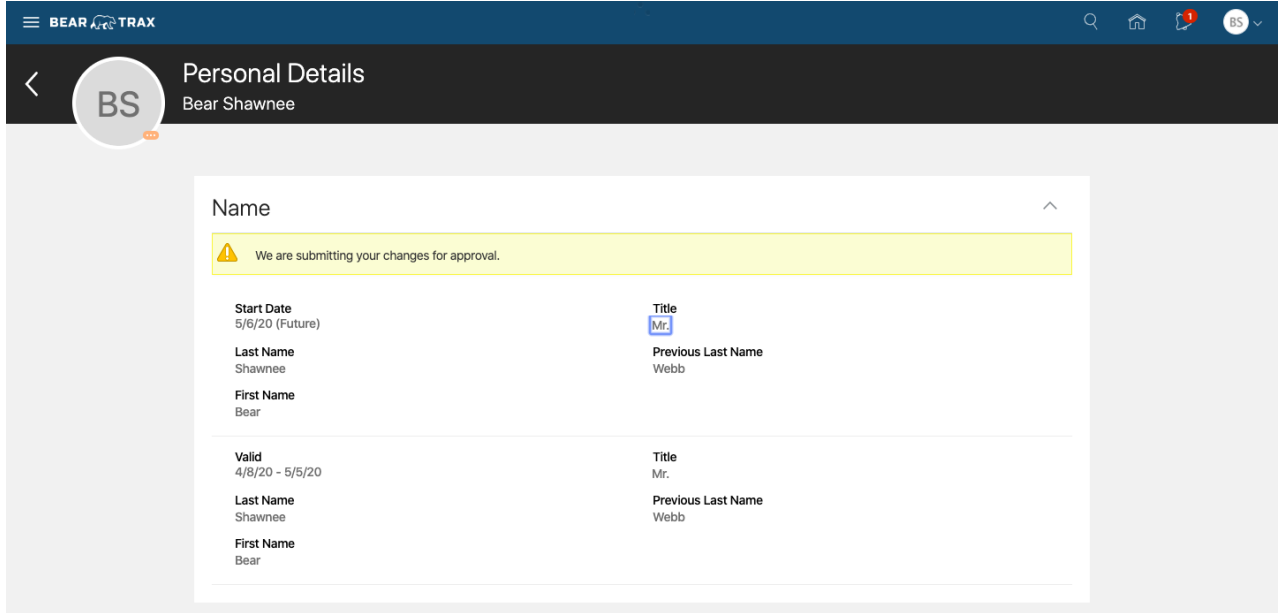
Here are the steps to edit your biographical information from the Biographical Information page:

Editing your Biographical Information

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

To finish and save your changes, press the Submit icon.

Note: Your updated Biographical Information will show at the top with the date you made your changes until the changes have been approved.



Personal Details
Bear Shawnee

Name

Warning: We are submitting your changes for approval.

Start Date 5/6/20 (Future)	Title Mr.
Last Name Shawnee	Previous Last Name Webb
First Name Bear	

Valid 4/8/20 - 5/5/20	Title Mr.
Last Name Shawnee	Previous Last Name Webb
First Name Bear	

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.