


Employee Self Service: Updating Your Phone Numbers

Purpose: This document describes the key points in updating your non-Business/Office phone numbers (e.g., home, cellular phone numbers) in PeopleSoft Employee Self Service (ESS).

 **Navigation:** Access the phone number page by selecting the following path: [Self Service](#)> [Personal Information](#)> **Phone Numbers:**

Phone Numbers
Harvard, Sally
Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Business/Office	617/496-0008		<input type="checkbox"/>	<input type="button" value="Delete"/>
Home	978/395-5120		<input type="checkbox"/>	<input type="button" value="Delete"/>

* Required Field

If you are currently registered as a Harvard student, you will not have access to update your Home Phone information. Please contact your local registrar's office or the Student Receivables Office (556 Holyoke Center, 5-2739) to update your information.

For more detailed instructions on how to update your information, please visit <http://eureka.harvard.edu/Eureka/jobalids.cfm?categoryID=126&y=650>

To register for the Harvard University 'Message Me Emergency Notification System', please visit <https://messageme.harvard.edu/>

- ✘ If you are a **Harvard student**, you cannot update your **Home** phone information using this page. Please contact the Student Receivables Office (556 Holyoke Center, 5-2739) to update your information.
- ✘ If you need to update your **Business/Office** phone number, please contact your local HR office.

If	Then
You are updating an existing home, cellular, FAX, and/or work number...	1. Correct the number, and then click <input type="button" value="Save"/> .
You are adding a new number (e.g., cellular phone number)...	1. Click <input type="button" value="Add a Phone Number"/> .
	2. Choose the phone type from the dropdown list.
	3. Enter the phone number, and then click <input type="button" value="Save"/> .
You are deleting a phone number...	1. Click the <input type="button" value="Delete"/> on the row of the phone number you want to delete.
	2. Click Yes - Delete , and then click <input type="button" value="Save"/> .



Harvard University's Message Me Emergency Notification System" Link

On the bottom of the page there is link to Harvard's text messaging service. The system is activated if there is a life-threatening campus or school-wide emergency, or important information that must be conveyed immediately. This system operates in parallel with other notification systems. Click this link to register for this service.