



Updating Personal Information: Contact Info

This guide will cover:

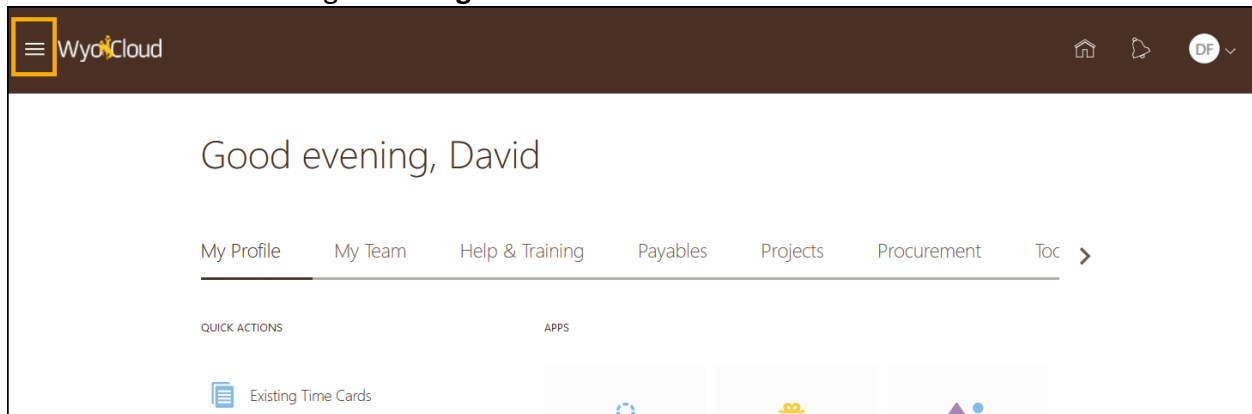
- *Accessing and updating Contact Info including address, phone number and setting primary contact info.*



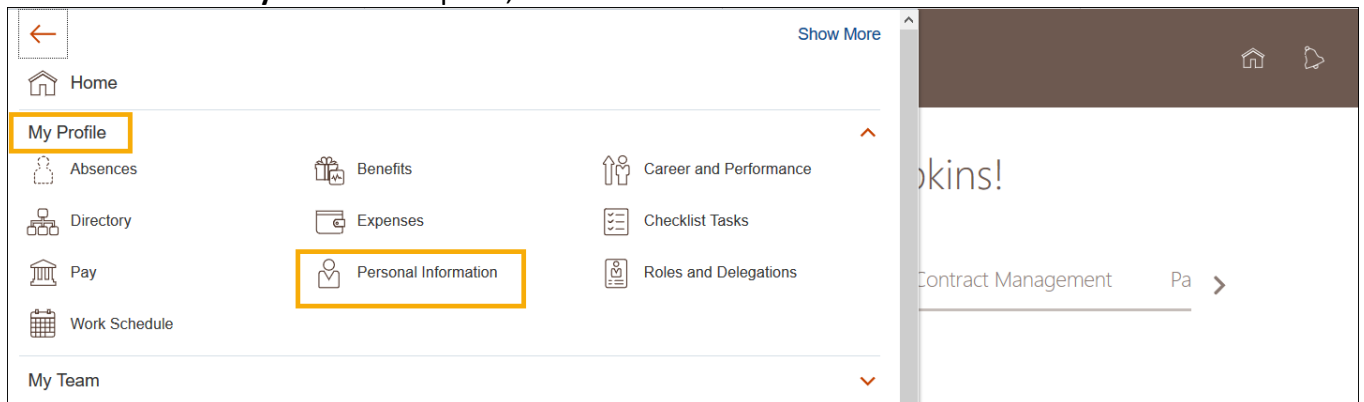
This guide details the steps for completing this process using **Employee** WyoCloud access.

Step One

- Upon accessing the WyoCloud homepage from WyoWeb, navigate to **Personal Information** using the **Navigator** bar.



- **First click My Profile to expand, then Personal Information.**





Step Two

- Once at the *Personal Information* page, click **Contact Info**.

Personal Info

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- Personal Details**
Details about yourself, such as name, date of birth, marital status, and national identifier.
- Document Records**
Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.
- Identification Info**
View and edit your passport, driver license, visa, and citizenship info.
- Contact Info**
Add or update ways you can be reached, such as phone, email, and address.
- Family and Emergency Contacts**
Add family and friends to contact in case of emergency.
- Employment Info**
Details about your assignment, such as legal employer, business unit, department, and location.
- My Compensation**
View your compensation details, such as salary and personal contributions.

- In the *Communication* section is your phone and email contacts. These can be updated and/or added by using the **pencil icons** and **Add** button.



It is critical for proper function of WyoCloud that your UW email address remain your primary email contact on this page. This is noted through a blue check mark to the left of the listing.

Contact Info

Communication

+ Add ^

- Campus
1-307-766-5665
- Home
[blurred]
- Campus
[blurred]@uwyo.edu



- In the *Addresses* section, four different addresses will display. You will only update the **Home, Mailing, and Campus Addresses**.
 - *Home and Mailing Addresses* should list your personal address, these can be different if you have separate addresses.
 - *Campus Address* on benefited employees only should be your official university address. Non-benefited employees will always display as the main university address.
- Click the **pencil icon** to the right of each address to update it.



Take note which address is marked primary and has a blue check mark to the left, this address is the one which will be used for HR/Payroll mailings such as paychecks. Which address is primary can be changed on the edit screen of the address.



Resident Tax Address should never be changed/deleted as it is used by Payroll.

Address		+ Add	^
<input checked="" type="checkbox"/>	Home Address Laramie, WY 82070 Albany United States	Start Date 2/6/2019	
	Mailing Address Laramie, WY 82070 Albany United States	Start Date 2/6/2019	
	Resident Tax Address Wyoming Hall Laramie, WY 82071 Albany United States	Start Date 5/16/2017	
	Work Address Wyoming Hall Laramie, WY 82071 Albany United States	Start Date 5/16/2017	

You have now completed Updating Personal Information: Contact Info.