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.

- 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.
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.

You have now completed Updating Personal Information: Contact Info.