

SF Contact Information, Updated 2/6/20, by SThacker

## SuccessFactors (SF) Quick Guide: Personal Information -Contact Information

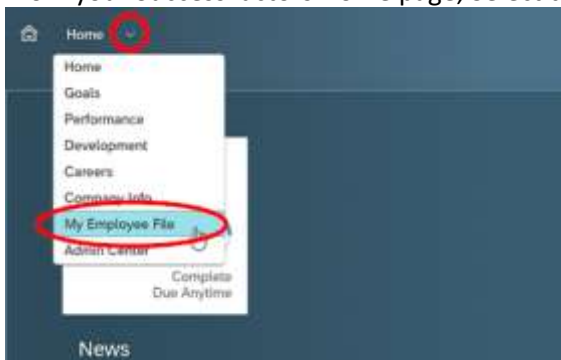
**Instructions for:** Employee Files-Personal Information-Contact Information (Email)

**What need to be done prior:** Activated SF Account

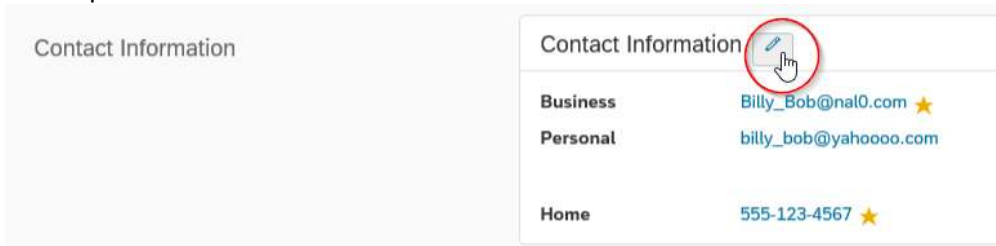
**Tools needed:** Internet connection

**Recommended for:** All team members

1. From your SuccessFactors Home page, Select the drop-down arrow then select **My Employee File**.



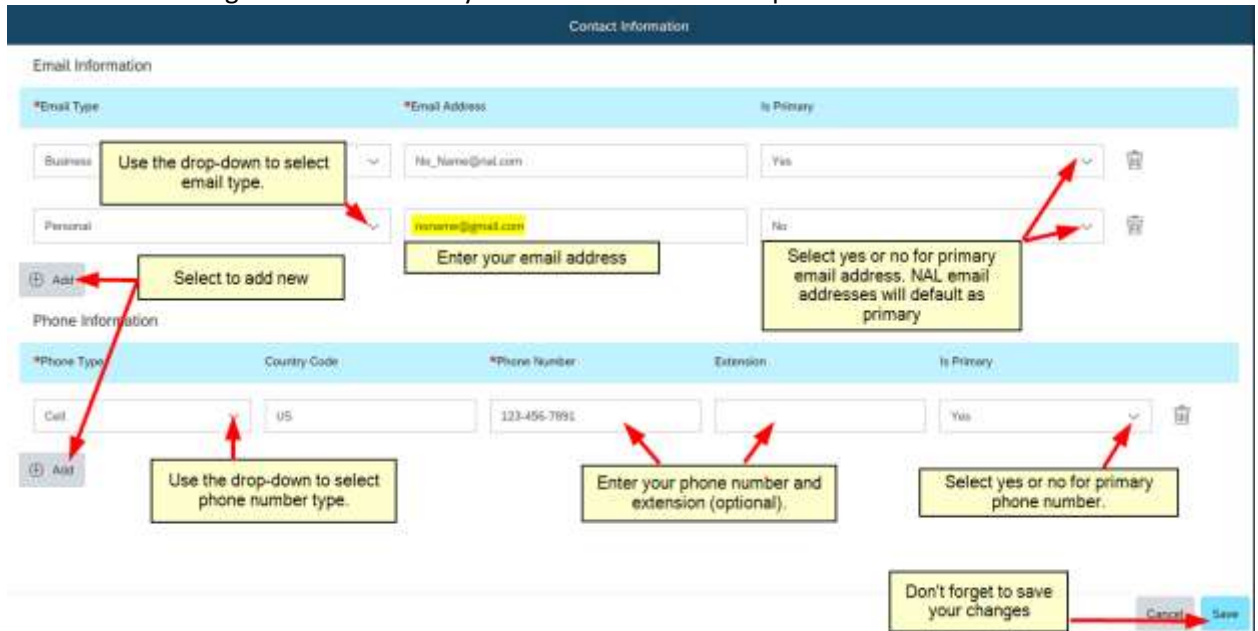
2. You are now on the personal information screen. Scroll down to the Contact Information. Click on the pencil to edit.



3. Editing Email Addresses and phone numbers:
  1. Here you can edit your email address and phone number. You can have primary and secondary phone numbers and email addresses. Use the guide on the next page to make any needed changes. **Note 1:** If you have an NAL email address or you gain one, it will be automatically added as primary and any other email will default to secondary. **Note 2:** During the Success Factors launch, email addresses will need to be added. When new employees are hired after the implementation of SF, the email address they use for the hiring process will be added during the onboarding process.

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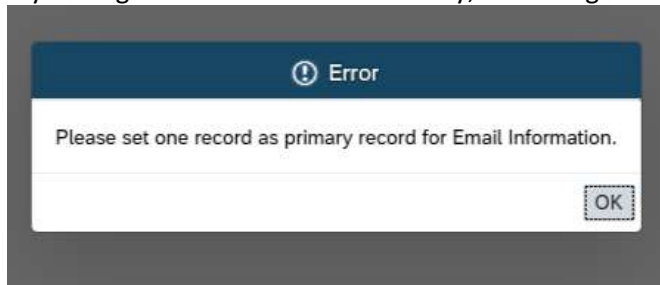
2. Use the guide below to edit your email addresses and phone numbers.



The screenshot shows the 'Contact Information' form with two main sections: 'Email Information' and 'Phone Information'. The 'Email Information' section has a table with columns: \*Email Type, \*Email Address, and Is Primary. It contains two rows: 'Business' and 'Personal'. The 'Phone Information' section has a table with columns: \*Phone Type, Country Code, \*Phone Number, Extension, and Is Primary. It contains one row: 'Cell'. Annotations with red arrows point to various fields and buttons:

- 'Use the drop-down to select email type.' points to the \*Email Type dropdown in the Business row.
- 'Enter your email address' points to the \*Email Address field in the Personal row.
- 'Select yes or no for primary email address. NAL email addresses will default as primary' points to the Is Primary dropdown in the Personal row.
- 'Select to add new' points to the '+ Add' button below the Email section.
- 'Use the drop-down to select phone number type.' points to the \*Phone Type dropdown in the Cell row.
- 'Enter your phone number and extension (optional)' points to the \*Phone Number and Extension fields in the Cell row.
- 'Select yes or no for primary phone number' points to the Is Primary dropdown in the Cell row.
- 'Don't forget to save your changes' points to the 'Save' button at the bottom right.

4. If you forget to set an email to Primary, a warning message will appear.



5. Your contact information has successfully updated. This doesn't require an approval from Human Resources.