Using the Personal Details Page

Step	Action
1.	Click the **Personal Details** tile.
2.	The **Personal Details** page displays. This page contains three panels: -- Header panel -- Left Side Actions panel -- Right Side Information panel
3.	The Header panel displays your name and your position description. To the right of your name is the **Related Actions Menu** button. Use this button to access other portions of Employee Self Service.
4.	Click the **Related Action Menu** button.
5.	You can click on the links in the **Actions** menu to go to other portions of Employee Self Service, e.g. **Benefits** (eBenefits) and **Payroll** (ePay). These are covered in other portions of Contra Costa County PeopleSoft Employee Self Service training.
6.	Click the **Close** button.

Step	Action
7.	The right side information panel displays the **Addressees** grids. This grid lists your current **Home Address** and **Mailing Address**. You can use this page to edit one or both of these addresses. Maintaining your address information is covered in another topic in the Contra Costa County Employee Self Service eProfile training.
8.	Click the **Contact Details** link. 📞@ Contact Details
9.	The right side information panel now displays your **Contact Details**. This panel contains two grids: -- **Phone**: this grid lists your phone numbers as stored in the system. You can store up to 4 phone number--Business, Home, Cell, and Pager1. -- **Email:** this grid lists your email address as stored on the system. Your business email address is stored in the system. You cannot edit or delete this address. You cannot add additional email addresses. You can use this page to edit, add, or delete address information. These actions are covered in other topics in Contra County PeopleSoft Employee Self Service eProfile training.
10.	Click the **Name** link. 🗂 Name
11.	The right side information panel now displays your current name information as stored in the system. You can use this page to request that your name information be changed. This action is covered in another topic in Contra Costa County PeopleSoft Employee Self Service eProfile training.
12.	Click the **Ethnic Groups** link. 👥 Ethnic Groups
13.	The right side information panel now displays your current Ethnic Group Self Identification. You can use this page to edit, add, or delete an ethnic group self identification. These actions are covered in other topics in Contra Costa County PeopleSoft Employee Self Service eProfile training.
14.	Click the **Emergency Contacts** link. 📞 Emergency Contacts

Step	Action
15.	The right side information panel now displays your current emergency contact information. You can use this page to add, edit, and/or delete emergency contacts. These actions are covered in other topics in Contra Costa County PeopleSoft Employee Self Service eProfile training.
16.	Click the **Additional Information** link. Additional Information
17.	The right side information panel now displays additional information. This information is presented in view only mode. You cannot edit or delete this information. If any of this information is incorrect, you must contact Human Resources to have it changed.
18.	Click the **Disability** link. ♿ Disability
19.	The **Voluntary Self-Identification of Disability** page displays in the information panel. You can use this page to indicate whether or not you have a disability. Or you can decline to answer.
20.	Click the **Veteran Status** link. 👤 Veteran Status
21.	The **Veteran Status** page displays in the information panel. Use this page to indicate your status as a veteran If you are not a veteran you can also indicate that using this page.
22.	Click the **My Homepage** button. < My Homepage
23.	**End of Procedure.**