

TO UPDATE YOUR PHONE NUMBER OR ADDRESS:

1. Log-on to PeopleSoft

Returning applicant please sign in below.


*Email Address:


*Password:

[I Forgot My Password](#)


2. From your Applicant Home Page, select Update Contact Information

Applicant Home


 [View Job Postings / Apply for Job](#)
Take a look at Job Postings and if you decide to, apply for them.


 [Job Search Agent](#)
Set up your own search criteria for job requisitions and we will notify you by e-mail when opportunities meeting your search criteria are available. You must have a valid e-mail address to receive notification.

Any Job Search Agent profiles created will remain active for 180 days since the last date it was modified.

 [Job Search Agent Results](#)
View the results of the Job Search Agent including posting description. Subsequently apply for resulting opportunities identified if interested.

Opportunities that are no longer available will not be displayed.

 [View Application Status](#)
Take a look at the status of your applications.

 [Update Contact Information](#)
Update your name, address and phone number.

3. To change your address, select the Add/Edit Address link and simply make the appropriate changes and select ok.

Contact Details

Enter your name, address, telephone number and e-mail address. The information you enter on this page may be used to contact you regarding the jobs you have applied for.

Name

Prefix:

First: Middle:

Last: Suffix:

Name: Mouse,Mickey

Address: [Add/Edit Address](#)

Telephone: *Phone Type:

*Email Address: *Email Type:

Example: johndoe@noemail.com

* Required Field

Go To:

4. If you are not making any changes your phone number, be sure to select **SUBMIT** on the Contact Details page.

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State:

County: Postal:

5. To change your phone number, simply make the appropriate changes, and then click submit.

Telephone:	<input type="text"/>	*Phone Type:	<input type="text" value="Main"/>
*Email Address:	<input type="text" value="jamierelias@noemail.com"/>	*Email Type:	<input type="text" value="Home"/>
Example: johndoe@noemail.com			
* Required Field			
Go To:	<input type="button" value="Submit"/>		