






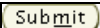
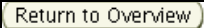




Update Phone Numbers

1.	<p>Click on the <i>EMPLOYEE DIRECT ACCESS</i> responsibility.</p> <p>To complete this procedure, follow the menu path: EMPLOYEE DIRECT ACCESS > PERSONAL INFORMATION.</p>
2.	<p>Click the Employee Direct Access link.</p> 
3.	<p>Click the Personal Information link.</p> 
4.	<p>Click on the ADD button in the Phone Numbers region.</p> 
5.	<p>For this example, we will add a Home Phone and a Fax Phone number.</p> <p>Enter the desired information into the NUMBER field.</p> <p>Enter "444-444-4444".</p>
6.	<p>Click the ADD ANOTHER ROW button.</p> 
7.	<p>Click the DROP DOWN list icon for Phone Types.</p> 
8.	<p>Click the Work Fax list item.</p>
9.	<p>Click in the NUMBER field.</p> 
10.	<p>Enter the desired information into the Number field.</p> <p>Enter "333-333-3333".</p>
11.	<p>Click the Next button.</p> 
12.	<p>Review your changes.</p> <p>There are 2 columns that appear and compare the old information and the new Proposed information.</p> <p>Blue circles appear next to the items that have changed.</p> <p>Click on SUBMIT button if OK.</p> <p>Click on BACK button to start again.</p> 
13.	<p>This is your Confirmation Page.</p> <p>Click on the Return to Overview button.</p> 

14.	Click the Home link. 
15.	Click the Logout link. 
16.	In this lesson, you learned how to update an add Phone Numbers to the Personal Information area of the STEP system.