

## How to update your personal information in MyAccess ...

Here is a guide for updating your personal information in MyAccess.wvu.edu like phone numbers, office location, and the such. Please take a few minutes right now and update your information. Below are a few steps that will help you.

1. go to web site: <http://myaccess.wvu.edu/>

- click on "Login" button at the upper right
- MyID username and password
- having problems logging in, contact 293-4444 x2 ... OIT Help Desk will require your WVUID or 700# to confirm your identity
- If you have other questions, please reply to this email or call 293-0090 for basic assistance.

2. MyHR

- click on "MyHR" tab in the middle of the page
- click on "Personal Information"
- a new browser window should appear labeled "West Virginia University" and "Personal Information"

3. What to check and correct

- ... At any time during this update process ... no changes? click "cancel"
- ... Note that old information does not appear when entering new information. You can compare old with new before submitting.

- ... click the appropriate "Update" button on the right
- "Basic Details"

click next

Enter Official WVU e-mail address

"Organizational Email Address" ... ex: [FirstName.LastName@mail.wvu.edu](mailto:FirstName.LastName@mail.wvu.edu)

click next

click submit ... only appears when you make changes

- "Phone Numbers"

click next

select TYPE=Work and the number

"work" ... this is what appears in GroupWise, directory.wvu.edu, and many other systems across WVU ... ex: 304-293-0090

... add another row as needed

click next when done

click submit ... only appears when you make changes

- "Office/Mailing Address"

... This is the information that will be published in directory.wvu.edu and GroupWise Phone Number.

click next

select TYPE=OFFICE ... !!! MUST BE !!! Office

Enter "Address Line 1" ... ex: Statler College Information Technology

Enter "Address Line 2" ... ex: Engineering Science Bldg Rm G40

Enter "Address Line 3" ... ex: PO Box 6101

Enter "City" ... ex: Morgantown !!! Use Search Light to select correct city !!!  
Enter "State" ... ex: WV  
Enter "Zip Code" ... ex: 26506-6101  
Enter "County" ... ex: Monongalia  
click next when done  
click submit ... only appears when you make changes

- "Physical/Work Location" ... optional  
... This information is not published in directory.wvu.edu and is not used for GroupWise Phone Number.

... You do get some campus mail with this information.  
click next

select TYPE=MAILING

Enter "Address Line 1" ... ex: Statler College Information Technology

Enter "Address Line 2" ... ex: Engineering Science Bldg Rm G40

Enter "Address Line 3" ... ex: PO Box 6101

Enter "City" ... ex: Morgantown !!! Use Search Light to select correct city !!!

Enter "State" ... ex: WV

Enter "Zip Code" ... ex: 26506-6101

Enter "County" ... ex: Monongalia

click next when done

click submit ... only appears when you make changes

- "Emergency Contacts" ... take a few minutes to update this

click Update, Remove, Add as needed in this section

Example:

click add

enter date submitted

enter first name

enter last name

enter email address

enter relationship

check primary contact if appropriate

phone number ... select type and enter phone number

click next when done

click submit ... only appears when you make changes

#### 4. Finish up

- click on "Close Window" button

- click on "Logout" button to exit MyAccess.wvu.edu system

Thank you in advance for updating this information. If you have questions, please reply to this email or call 293-0090 for basic assistance.