HCM Cloud
Employee Self-Service Portal

Updating Your Personal Information

Self-Service

- Personal Details
- Contact Information
- Family and Emergency Contacts

**This presentation takes you through the steps to update:
personal details, contact information and family and emergency contacts.**

To begin, navigate to the TCNJ Today web page. Click on the Oracle Cloud icon.

TCNJ Single Sign-On | Web Application Portal

Enter your TCNJ credentials

woodski

●●●●●●●●●●

Sign in

Keep your personal information secure. Sign out and close your browser when you are finished.

Get sign in support: IT Help Desk

Type the same user name and password used to log on to your TCNJ email. This also known as your, "single sign on".

Press "Sign in".

You will land here.

You should see that the "Me" option is underscored. Next, click the "Personal Information"   tile.

You may now begin updating your personal information.

Kimberly Woods

Personal Details

Details about yourself, such as name, date of birth, marital status, and national identifier.

Document Records

Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.

Identification Info

View and edit your passport, driver license, visa, and citizenship info.

Contact Info

Add or update ways you can be reached, such as phone, email, and address.

Family and Emergency Contacts

Add family and friends to contact in case of emergency.

Employment Info

Details about your assignment, such as legal employer, business unit, department, and location.

Additional Assignment Info

View more details about your assignment.

My Compensation

View your compensation details, such as salary and personal contributions.

From this screen we will navigate to your personal information, contact information and your emergency contact details.

Begin by selecting the "Personal Details" option.

Personal Details
Kimberly Woods

Name

Start Date
01/10/2020

Last Name
Woods

First Name
Kimberly

Title
Ms.

Middle Name

Demographic Info

Here is your demographic information. Please update your ethnicity, veteran status, race, gender, marital status and highest education level.

Country
United States

Ethnicity
___ Hispanic or Latino

Select one or more of the following races
___ American Indian or Alaska Native
___ Asian
✔ Black or African American
___ Native Hawaiian or other Pacific Islander
___ White

Marital Status
Married

Start Date
01/10/2020

Gender
Female

Highest Education Level
Master Degree

Veteran Self-Identification Status
Declines to Self-Identify

Disabled Veteran
—

Active Duty Wartime or Campaign Badge Veterans
—

Armed Forces Service Medal Veteran
—

Recently Separated Veteran
—

Newly Separated Veteran Discharge Date

Gender (Not listed above)

Gender Identity

Gender Identity (Not listed above)

Sexual Orientation

Sexual Orientation (Not listed above)

Personal Details
Kimberly Woods

Name

Start Date	**First Name**
01/10/2020	Kimberly
Last Name	**Title**
Woods	Ms.

Once Personal Details are updated, it's time to submit the changes.

Demographic Info

Submit   Cancel

Country

United States

Ethnicity

☐ I am Hispanic or Latino.

If you are not Hispanic or Latino, which of these races are you?

☐ American Indian or Alaska Native
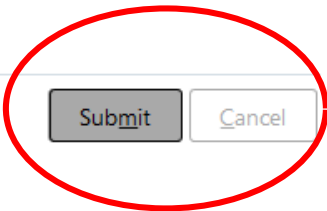
Personal Details

Kimberly Woods

Name

Start Date
01/10/2020

Last Name
Woods

First Name
Kimberly

Title
Ms.

Demographic Info

Country
United States

Ethnicity
— I am Hispanic or Latino.

Veteran Self-Identification Status
Not a Protected Veteran

Disabled Veteran
—

Active Duty Wartime or Campaign Badge Veterans
—

After you submit your demographic information you will need to return to the prior screen. To do so, you will click the back arrow found at the top right of the screen.

Kimberly Woods

Personal Details
Details about yourself, such as name, date of birth, marital status, and national identifier.

Document Records
Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.

Identification Info
View and edit your passport, driver license, visa, and citizenship info.

Contact Info
Add or update ways you can be reached, such as phone, email, and address.

Family and Emergency Contacts
Add family and friends to contact in case of emergency.

Employment Info
Details about your assignment, such as legal employer, business unit, department, and location.

Additional Assignment Info
View more details about your assignment.

My Compensation
View your compensation details, such as salary and personal contributions.

From this screen we will navigate to "Contact Info".

Communication

+ Add ∨

Contact Info
Kimberly Woods

Business
609-7713079

Home
215-555-5555

Text Alert
215-555-5555

✓ **Campus**
woodski@tcnj.edu

Address

+ Add

✓ **Home Address**
111 Any Home Street
BLUE BELL, PA 19422
MONTGOMERY
United States

Start Date
09/25/2020

Order of Prefe

Contact information is here. Click the pencil 🖊 icon next to each method of contact and address, in order to update each communication type.

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Now, it's time to navigate to Family and Emergency Contacts

Family and Emergency Contacts
Kimberly Woods

My Contacts
+ Add ⌄

Click the "add" button to add a new Emergency Contact.

Submit

Basic Information

*Last Name

First Name

Title
Select a value

Prefix

Suffix

*Relationship
Select a value

*What's the start date of this relationship?
mm/dd/yyyy

Middle Name

Honors

Preferred Name

Previous Last Name

Gender
Select a value

Date of Birth
mm/dd/yyyy

☐ This person is an emergency contact

Here, you will enter your contact's name, your relationship with the contact, and you will indicate if this person is an emergency contact. There are several data fields that we do not need you to complete. They are denoted with an "X".

Once you are finished, click the submit button on the top right of the screen.

After submitting your contact information, the module will be updated, an example of which you see above. To enter additional contacts you will need to click the add button and repeat the steps you just completed.

Once you have finished entering contacts and emergency contacts, click the back arrow at the top left of the screen.

Kimberly Woods

Personal Details	Document Records	Identification Info	Contact Info
Details about yourself, such as name, date of birth, marital status, and national identifier.	Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.	View and edit your passport, driver license, visa, and citizenship info.	Add or update ways you can be reached, such as phone, email, and address.

Family and Emergency Contacts	Employment Info	Additional Assignment Info	My Compensation
Add family and friends to contact in case of emergency.	Details about your assignment, such as legal employer, business unit, department, and location.	View more details about your assignment.	View your compensation details, such as salary and personal contributions.

Clicking the back arrow will return Cloud to the personal information page.

Either click the back arrow on the personal information page, or click the 🏠 **icon found at the top right of the screen to return home.**

TCNJ Oracle Cloud

Good evening, Kimberly Woods!

Me   My Team   My Client Groups   Benefits Administration   Receivables   General Accounting   Budgetary Control

QUICK ACTIONS   APPS

Personal Details

Document Records   Directory   Pay   Time and Absences   Career and Performance   Personal Information

Identification Info

Contact Info

Family and Emergency Contacts   Benefits

Show More

We have arrived at the end of the tutorial for updating your personal information in the HCM Cloud. With follow up questions, please contact the Office at Human Resources at **hr@tcnj.edu**

Thank you!