

# Quick Reference Guide: View and Edit Personal Details



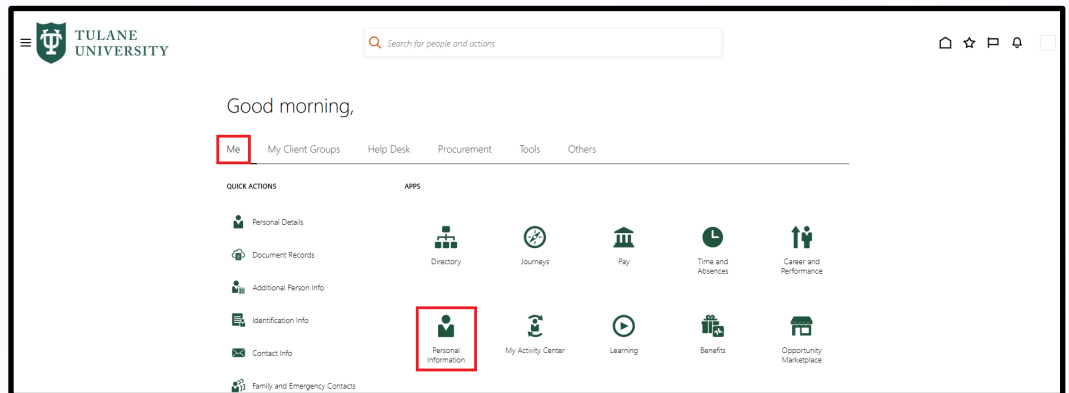
## Purpose:

WaveWorks enables employees to view and update their personal and employment information. This Quick Reference Guide (QRG) explains how to update **Personal Details**. The same steps can also be used to update the following information areas:

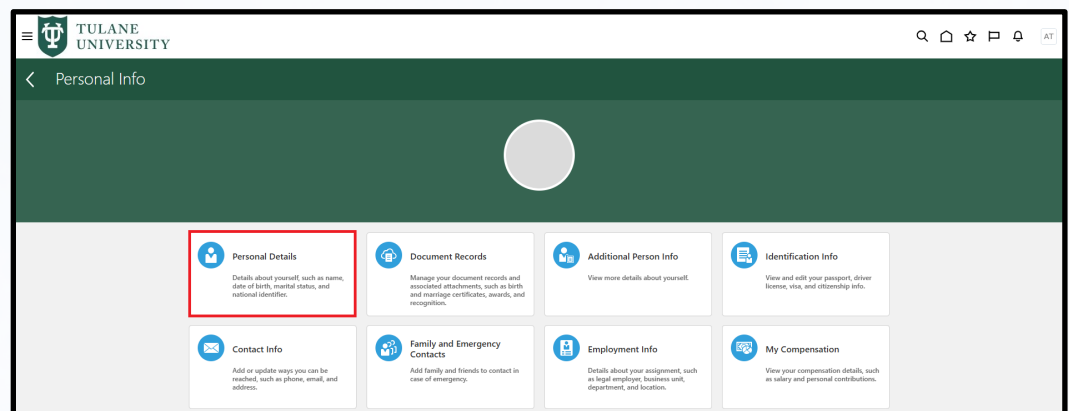
Information Areas	Description
<b>Personal Details</b>	Demographic, biographical, and disability information
<b>Identification Info</b>	Passport, Licenses, Visas, Permits, and Citizenship documents
<b>Contact Info</b>	Update your phone number, email, and home address
<b>Family and Emergency Contacts</b>	Contact information for your emergency contacts
<b>Employment Info</b>	Employee data, such as, current job title/position, business unit, direct supervisor, and anniversary dates
<b>Additional Personal Info</b>	Information about your tenure, sabbatical eligibility, tuition waivers, etc.

## Step-by-Step:

1. On your WaveWorks homepage, navigate to **Me > Apps > Personal Information**.



2. Select the information area you'd like to edit (e.g., **Personal Details**).



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3. Click the **pencil icon** to **edit** the information/settings of your choice (e.g., Name).

4. Once you've filled/updated all the fields, select **Save** to apply your changes.

