- 1. Log into MyWashburn (<u>http://my.washburn.edu</u>)
- 2. Select "Employee" from the left menu
- 3. In the Employee Self-Service Area select "Personal Information"

WASHBURN	Employee Home Community / Home / Employee						
Home News & Events University Services Student Academics Student Life Financial Services MyCourses Employee Sites	Washburn University Mission Statement Washburn University enriches the lives of students for geoperunisaties for them to deves of students for geoperunisaties for them to deves of student for encoding and responsible cloces. Was an committed to accellence in teaching, scholary on the for loves of faculty student inferaction. You dove and encoding programs, and fight lovels of faculty subdent inferaction. You dovelog and engoge in relationships to enhance excludent inferaction. You dovelog and engoge in relationships to enhance excludent inferaction. You dovelog and engoge in relationships to enhance excludent inferaction. You dovelog and engoge in relationships to enhance excludent inferaction.	PeopleAdmin Recruiting for a Staff Position Checklist PeopleAdmin Login How to Create A Staff Position Date Positing Approval Workflow How to Evaluate Applications for Staff Positions Staff Applicant Workflow How to Start a Staff Hire Appointment Recommendation Staff Appt: Recommendation Workflow PeopleAdmin Training Guide for Student Hiring Onboarding	Employee Self-Service "Wew" Banes Self-Service Engineer Databased Transfer Self-Service Provide Service Provide Self-Service Provide Service Provide Self-Service Provide Service Provide S				

4. Click on the Personal Information box in the middle of the page

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Previous My Profile				
	My Profile			
	Hello . View, edit and update your general information records.			
	Personal Information View and update your biographical and demographic information.			

Use the Add New icon to add information that may be missing and the
 icon to update any outdated information. Personal details, Washburn email and campus phone number are not updateable.

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Previous • Personal Information	on			
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Don't forget to select "add" or "update" after keying in your new information.