

## How Do I View My Personal Information?

### Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Personal Details** tile.
3. On the left side of the page, OneUSG Connect displays links to several types of personal information stored in the system:
  - a. Addresses
  - b. Contact Details (phone and email)
  - c. Marital Status
  - d. Name
  - e. Ethnic Groups
  - f. Emergency Contacts
  - g. Additional Information (birthdate, social security number and start date)
4. Click the appropriate link to review the page information. See additional job aids for instructions on updating Personal Details information.
  - a. Please note that "Additional Information" items must be updated by a member of Human Resources.

