

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.

