

How Do I Change My Phone Number?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Personal Details** tile.
3. On the **Personal Details** page, click the **Contact Details** link in the left menu.
4. All of your current phone numbers are listed. At least one number needs to be marked as your **Preferred** number. NOTE: You cannot change the "Main" phone number type. This comes directly from HR and is usually your business phone number.
5. To edit a phone number, click the **Number** to update and make the necessary changes to one or more of the following fields:
 - a. **Type**
 - b. **Preferred**
 - c. **Number**
 - d. **Extension**
6. Click the **Save** button.

Add a New Phone Number

7. To add a new phone number, click the **Plus sign (+)** icon in the **Phone** section.
8. Select the phone **Type**.
9. To designate a number as preferred (indicates it is the "first number to call"), check the **Preferred** checkbox.
10. Enter the new number in the **Number** field, including area code.
11. Click the **Save** button.

Delete a Phone Number

12. On the **Contact Details** page, click the **Number** to delete.



13. On the **Phone Number** page, click the **Delete** button.
14. Click the **Yes** button to confirm the delete request.

