



Introduction

The purpose of this article is to review and explain the options for changing your Name and/or Contact Information in Employee Self Service.

Navigation

In order to view/change your Name or Contact Information, log into isolved using your Employee Self-Service email address, and the password you created when you authenticated your account. Please ensure that passwords are a minimum of 12 characters, at least one lower-case alpha (a-z), one upper-case alpha (A-Z), one numeric (0-9), and one special character. Spaces are allowed to support the use of easier to remember passphrases. Going forward, your password will not expire. Passwords may also not duplicate any of your previous 10 passwords.

If you key an incorrect password five times, you will be locked out of the system. You will receive a message after each incorrect attempt indicating the remaining number of attempts. After the fifth incorrect attempt, you will be locked out of the system for 10 minutes. Once the 10 minutes has passed, click on the "Forgot Password" link and change your password. If you need access sooner, you may contact your company's administrator to unlock your account.

isolved People Cloud

Sign in

Welcome! Login to access isolved People Cloud applications.

db377496@gmail.com

Password is required

.....

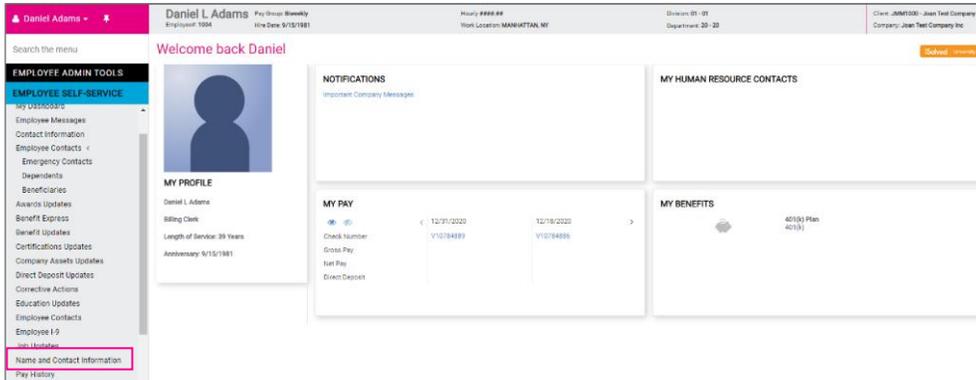
Login

Cancel

Did you forget your password?

Navigate to **Employee Self Service** and click on **"Name and Contact Information."**

Formatted: Font: Bold
Formatted: Font: Bold



Complete the fields applicable to your change. If you need to change both your name and address, complete:

1. **First Name:** Add your legal first name.
2. **Preferred Name:** If applicable, enter a name by which you like to be referred.
3. **Middle Name:** Add either your legal middle name or initial (optional).
4. **Last Name:** Add your Legal last name (as listed on your Social Security card).
5. **Prefix:** Can be used to add a veneration, official position or professional or academic qualification (optional).
6. **Suffix:** Can be used for an explanation of the first name (such as "Jr.," "Sr.," "II," etc.).
7. **Address:** Enter your Street Address.
8. The second field is for Apt. or Suite numbers.

Employee Address

A change of address may cause a change in taxes.

Address:

* Zip Code:

City:

State:

Taxable School District:

9. **Zip Code:** The zip code can be five digits or nine digits.
 - When keying in the zip code, a list of city names may appear, select the correct name.
 - If no box appears, the **City** and **State** fields will automatically update when the Zip Code is entered. Confirm these fields populate correctly before saving.



Help Docs

Name/Contact Information – Employee Self-Service

10. **Home Phone:** Enter your home phone number with area code (optional).
11. **Mobile Phone:** Enter your cell phone number with area code (optional).
12. **Work Phone:** Enter your work phone number with area code (optional).
13. **Fax Number:** Enter your Fax number with area code (optional).
14. **Personal Email:** Enter your personal email address (optional).
Note: Entering an email address here will not automatically apply it for Employee Self Service. If you need to change your email address for Employee Self Service, please contact your employer.
15. Click **Save**

Approval/Rejection

If your employer wishes to approve or reject your name and contact information changes, you may receive an email confirming or denying the change.

Note: Each employer can customize the verbiage in the approval or rejection email.