

# Maintain Personal Information – Contact Information

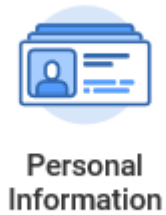
## Overview

This process is used to add/edit contact information for home and work.

**Who Does This:** Employee

## Things to Know:

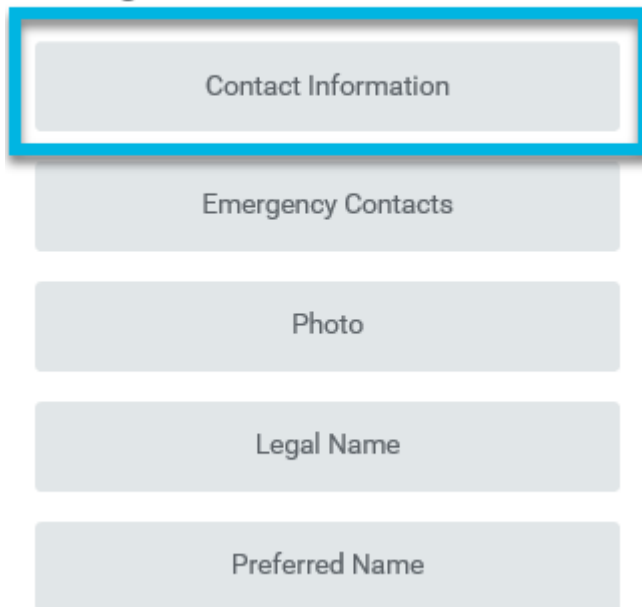
- No approvals are required for this process. Please review your information carefully.



### Step 1

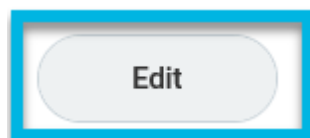
Choose the **Personal Information** worklet.

### Change



### Step 2




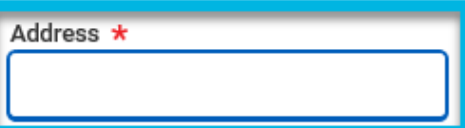







Click **Contact Information**.



### Step 3

Review the Home Contact Information and Work Contact Information.

If you need to make changes, click **Edit** near the top of the screen. If no changes are necessary, you have completed Maintain Personal Information – Contact Information.

<p>Primary Email</p> <p>Address *</p>    <p>Primary Email</p> <p>Address *</p>    <p>Primary Phone</p> <p>Add</p>  	<p><b>Step 4</b></p> <p>Use the pencil icon  to edit each section, as needed.</p> <p><b>Step 5</b></p> <p>Enter your information in any field with a red asterisk (*).</p> <p><b>Step 6</b></p> <p>Use the check mark  icon save your changes for that section.</p> <p><b>Step 7</b></p> <p>Click <b>Add</b> to enter new information in a section (example to the left).</p> <p><b>Step 8</b></p> <p>Use the check mark  to save your changes for that section.</p>
<p>Submit</p> <p>Save for Later</p> <p>Cancel</p>	<p><b>Step 9</b></p> <p>Click <b>Submit</b>.</p>

## FAQ's

**What information can I edit in Contact Information section?** You can add/edit the following for you home and/or work: Primary Address, Additional Address, Primary Phone Number, Additional Number, Primary Email, Additional Email, Primary Instant Messenger, Additional Instant Messenger, and Primary Web Address.

**What does visibility mean?** Public visibility means that all active employees at CoorsTek can view the information. Private visibility means that the information is restricted to the employee and their HRBP.

**Why is my work information listed under Home Contact Information and/or my personal information listed under Work Contact Information?** The data listed upon your first login was imported from another source. If your contact information was categorized incorrectly, please follow the instructions above to maintain your contact information and make the necessary corrections.