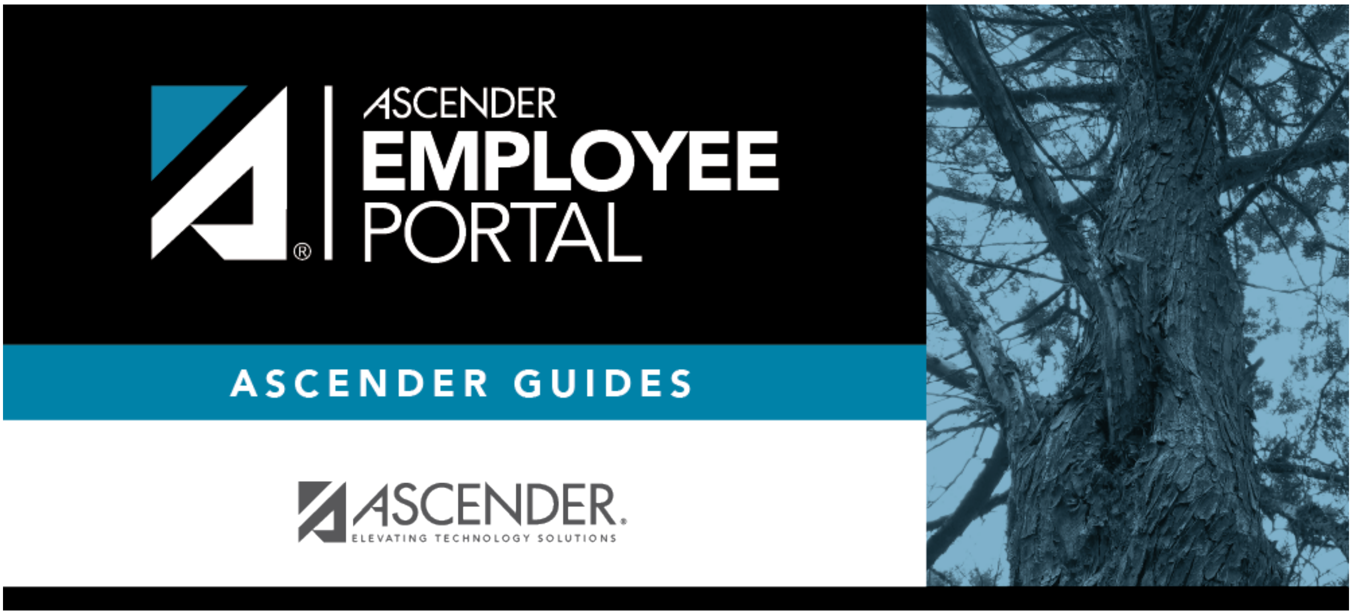
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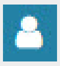
This page is used to enter and request updates to your demographic and payroll information. Your information as it currently exists in your record is displayed.

Click your name in the upper-left corner or click  at any time to access the Self-Service Profile page.

❏ The fields that you are allowed to view and update are determined by a district setting. Your submitted changes may go through an approval process.

❏ Your current information is displayed in the **Current** and **New** column.

- The **Current** column is display only.
- The **New** column is only enabled if the district allows updates to the data. If the **New** column fields are enabled, you can enter your changes and click **Update**. The data is saved and submitted for approval. Pending requests are highlighted yellow after the changes are submitted. If approval is not required, the updates are made immediately.
- If the requests are pending an approval you can continue to change your request until it has been approved and the database has been updated.
- If the fields are not automatically updated, an email message is sent to the applicable approver prompting them to approve the updates.
- An automatic reply email containing the changes and informing you that the changes are pending approval.

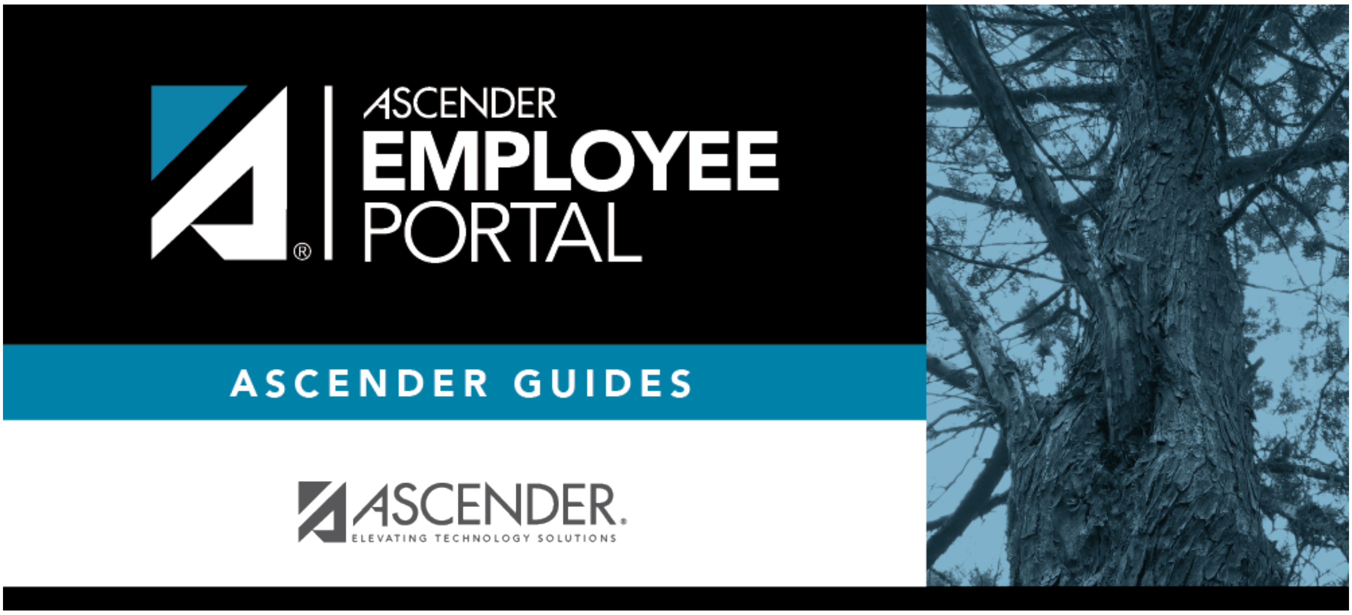
❏ To delete information, delete the data in the **New** column and click **Update**.

❏ Direct deposit bank accounts to be deleted are highlighted red.

❏ If you want to cancel or undo your requested changes, click **Undo**. A message is displayed confirming that you want to cancel the request. Click **OK** to cancel your requested changes. Or, click **Cancel** to close the message without changing your request.

❏ If a change is made more than once for the same field, the last change overrides the previous one.

❏ Some fields may require that you to submit documentation to your employer. If documentation is required, the fields are identified in the automatic reply email message.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