CUNYfirst Employee Self Service:
Viewing/Updating Phone Numbers

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Enter</strong> <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> <strong>in your browser’s address bar to login to CUNYfirst.</strong></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Enter</strong> your CUNYfirst Username and Password and click the Submit button to login.</td>
</tr>
<tr>
<td>3.</td>
<td>From the ENTERPRISE MENU, <strong>Click</strong> on the “HR/Campus Solutions” link (not “Self Service”) and a <strong>new window will open.</strong> <em>(Note: Depending on your account setup, you may see more items under your menu.)</em></td>
</tr>
<tr>
<td>4.</td>
<td><strong>In the new window, navigate to:</strong> &gt; <strong>Self Service</strong> &gt; <strong>Personal Information</strong></td>
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</tbody>
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**Enterprise Menu**

```
Self Service
  - Enterprise Learning Management
  - HR / Campus Solutions
  - firstSolutions Knowledge Base
```

**Menu**

```
Search:                

- My Favorites
- CUNY
- Self Service
  - Personal Information
  - Summary
  - Home and Mailing
  - Address
  - Phone Numbers
  - Email Addresses
  - Emergency Contacts
  - Marital Status
  - Name Change
  - Ethnic Groups
- Job Information
- Payroll and Compensation
- Learning and Development
- Recruiting Activities
  - Review Transactions
  - Manage Delegation
  - Manager Self Service
- Recruiting
- Set Up HRMS
- Worklist
- Reporting Tools
- PeopleTools
  - firstSolutions Knowledge Base
```
Note: Due to the complexity of the system, you may see limited information or information not relevant to you in the Self Service menu.

5. You can view/update your emergency contacts by using either of the following two methods:

Method 1: Navigate to: Self Service>Personal Information>Personal Information Summary

Then click on the Change phone numbers tab

Or

Method 2: Navigate to: Self Service>Personal Information>Phone Numbers

The Phone Number page is displayed. Please review and verify your information.
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<table>
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<tbody>
<tr>
<td>To update your information follow the steps below:</td>
<td></td>
</tr>
<tr>
<td><strong>Adding a new phone number:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Click the <strong>Add a Phone Number</strong> button</td>
<td></td>
</tr>
<tr>
<td>2. Under the <strong>Phone Type</strong> drop down menu select a phone type that’s not already being used and enter the new phone number</td>
<td></td>
</tr>
<tr>
<td>3. Click the <strong>Save</strong> button and then click <strong>OK</strong> on the Save Confirmation Page</td>
<td></td>
</tr>
<tr>
<td><strong>Modify an existing phone number:</strong></td>
<td></td>
</tr>
<tr>
<td>7. 1. Type over the existing number you want to modify in the telephone field</td>
<td></td>
</tr>
<tr>
<td>2. Click the <strong>Save</strong> button and then click <strong>OK</strong> on the Save Confirmation Page</td>
<td></td>
</tr>
<tr>
<td><strong>Deleting an existing phone number:</strong></td>
<td></td>
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<tr>
<td>8. 4. Click on the <strong>Delete</strong> button of the phone number you wish to delete</td>
<td></td>
</tr>
<tr>
<td>5. On the delete confirmation page click the <strong>Yes - Delete</strong> button</td>
<td></td>
</tr>
<tr>
<td>6. Click the <strong>Save</strong> button and then click <strong>OK</strong> on the Save Confirmation Page</td>
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