

# Personal Details – Contact Details

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Employees can update their contact information through Self-Service. Contact details provide phone and email address.

## Contact Details

1. Navigate to the MyUW Portal.
  - MyUW System portal at <https://my.wisconsin.edu/> for all campuses except UW Madison
  - MyUW Madison portal at <https://my.wisc.edu/> for UW Madison employees
2. Click the **Personal Information** Tile.
3. Click the **Update My Personal Information** hyperlink, found near the bottom of the screen.
4. Select **Contact Details** on the left sidebar.
5. Click on the phone number or email address you want to change –or- Click **+** to add a new one.  
**WARNING:** Do not change business address. If this address is incorrect, please contact your Human Resource Department.
6. Update your phone number or email address.
7. Click **Save**.