Personal Details – Contact Details

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

Contact Details

1. Navigate to your 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.**