My Personal Profile – Personal Information

Step 1:

Click Personal Information.

Your Personal Information is displayed.

For step by step instructions on how to change your personal information refer to guides located at: http://www.fullerton.edu/cms/Training/docs/hr.html under the “Self Service” section.

You may correct your address on this screen, or navigate directly to the address page.

You may add, correct or delete your phone number or navigate directly to the phone numbers page.

You may add, correct or delete emergency contact information on this screen, or navigate directly to the emergency contact page.

You may add additional email “addresses”. To change your on campus email address contact: cmshr@fullerton.edu.

⚠️ To change information under “Other Personal Information” you must contact the Human Resources Department!!