

## HR Direct Self Service

### Login to HR Direct



Step	Action
1.	Go to <a href="http://www.umb.edu/hr">www.umb.edu/hr</a>
2.	Click “ Log in to HR Direct”

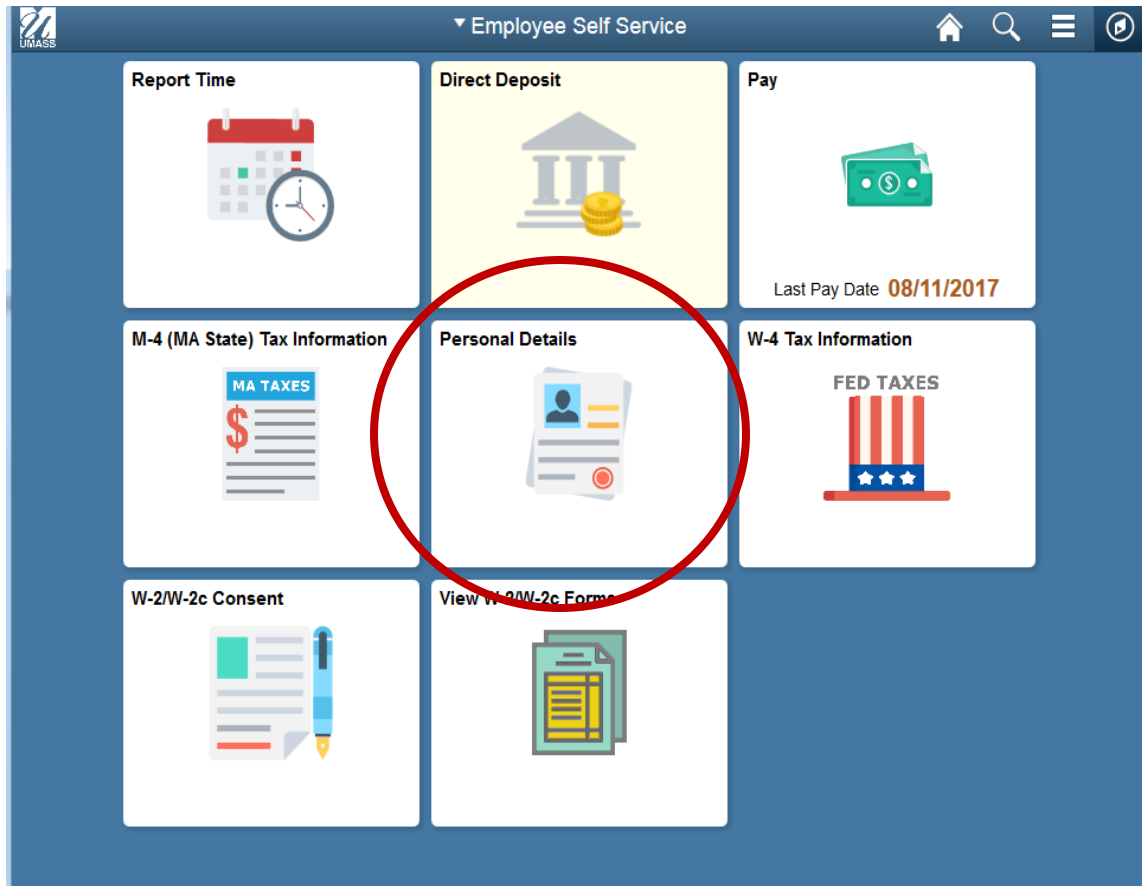
Step	Action
3.	Enter your username (first name.lastname)
4.	Enter your password (password is you email password) Note: if your email password is changed your HR Direct login password will change.
5.	Click on the arrow and choose the campus (Boston)
6.	Click login
Note:	Please Note if you are using a public computer please always remember to sign out of the HR Direct system and do not save any passwords

***Congratulations you have successfully logged into HR Direct***

## Personal Information

Upon completion of this topic, you will be able to review personal information, review and update your home and mailing address, add or update phone numbers, or specify your primary phone number, change your emergency contact and view additional information.

Click on the tile **Personal Details**



## Add/Edit Emergency Contacts

Employee Self Service Personal Details

Your Name & Position title will default here

Addresses

Contact Details

Ethnic Groups

**Emergency Contacts**

Additional Information

**Emergency Contacts**

Contact Name	Relationship	Preferred
+		

1. Click on the “+” to add/change your **Emergency Contacts**.

Cancel **Emergency Contact** Save

\*Contact Name

\*Relationship

Preferred

**Address**

No data exists.

Add Address

**Phone Numbers**

No data exists.

Add Phone Number

2. Enter **Contact Name**
3. Click “**Relationship**” dropdown menu, choose either friend, parent, Child, etc.
- You have the ability to enter your emergency contacts by clicking on **Add Address** and/or **Add Phone Number**.
4. Click **Save**