## HR Direct Self Service

### Login to HR Direct



| Step | Action |
|------|--------|
| 1. | Go to www.umb.edu/hr |
| 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)<br><br>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**

---
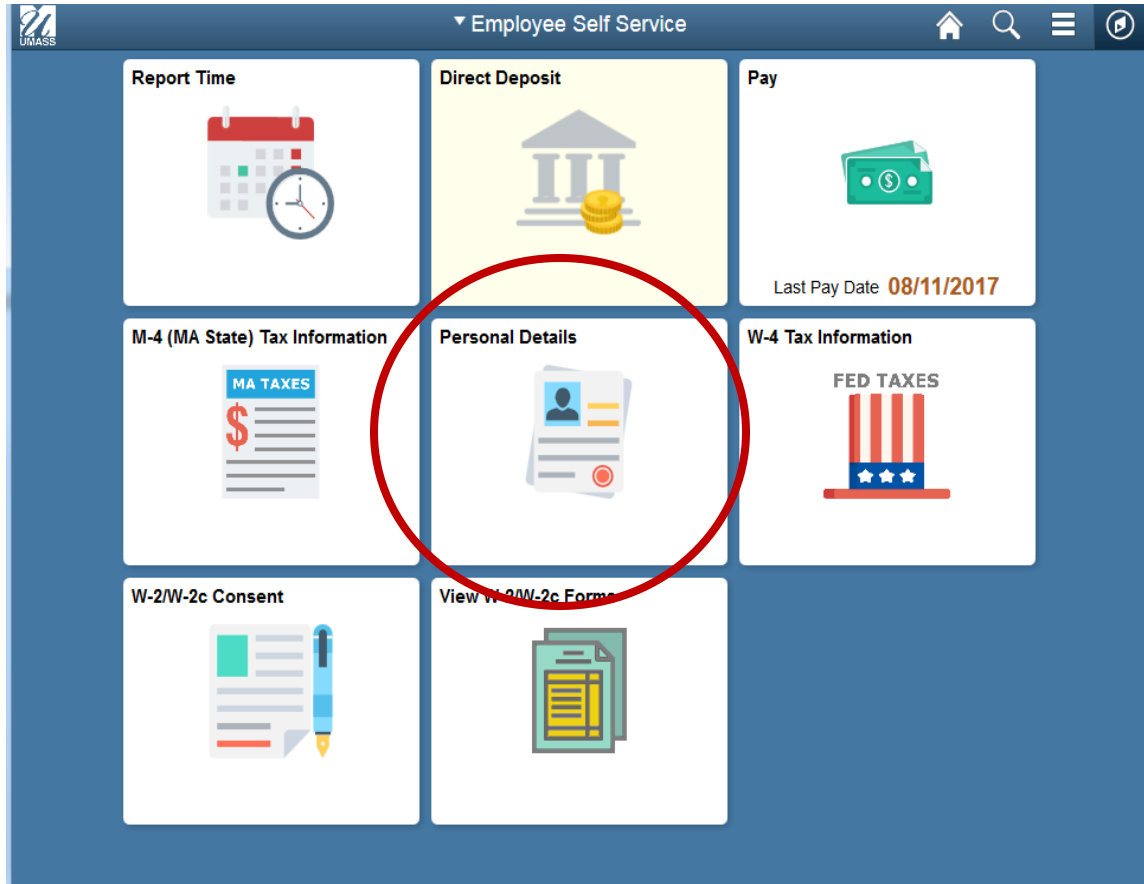
*Add/Edit Phone Number*

> Click on "**Contact Details"** on the left menu.
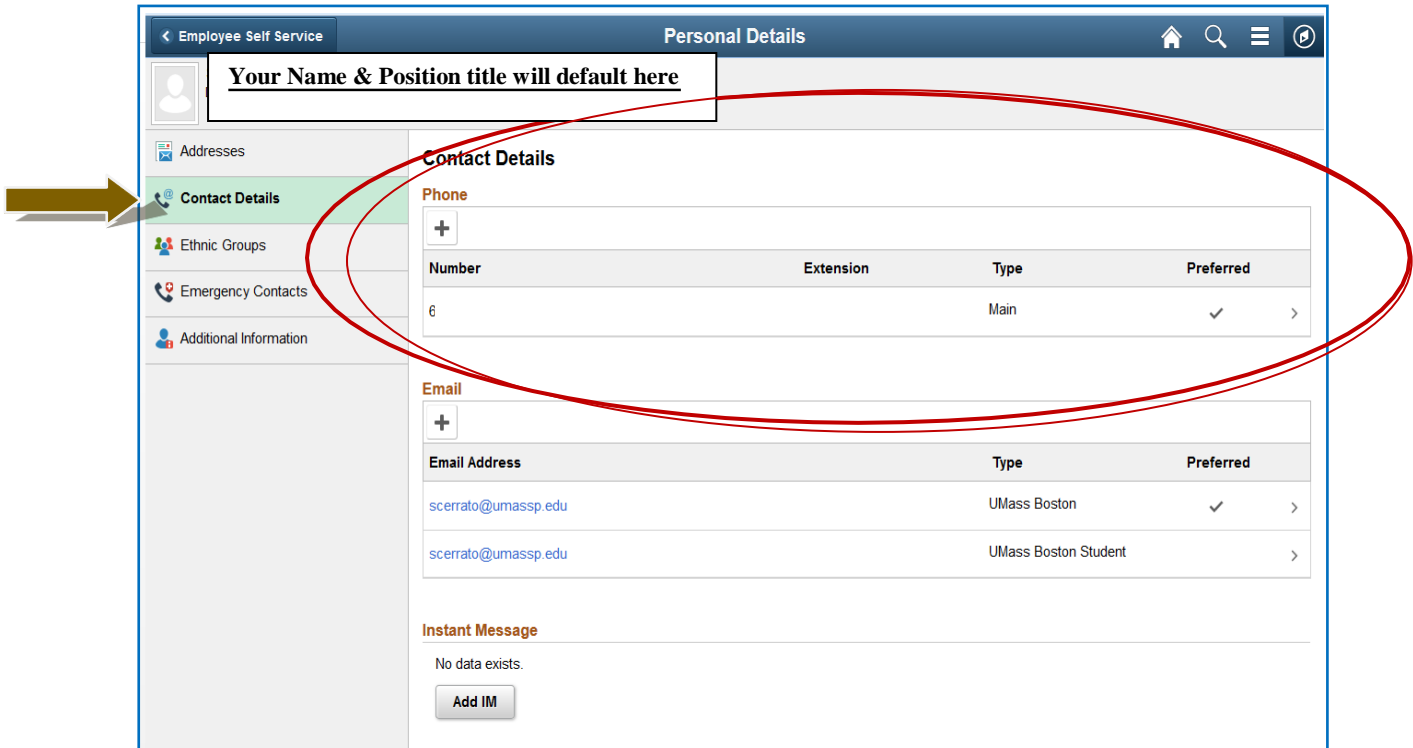


| 1. | Click on the **"+"** to add/change your phone number. |



| 2. | Click "Type" dropdown menu and choose phone type i.e., home, work ,mobile, etc. |
| 3. | Click Save |

*Congratulations you have successfully Added/Edited your Phone Number*