



Employee Self-Service – Contact Details – Phone/Email

Within HR Direct, you can update your contact details (phone and email address). Follow the steps below to update your contact details.

Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "Log in to HR Direct Button".

Step 3 - Enter your user id and password.

A blue banner with a pattern of rounded squares. The text 'HR Direct' is written in a large, white, serif font.

HR Direct

One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.

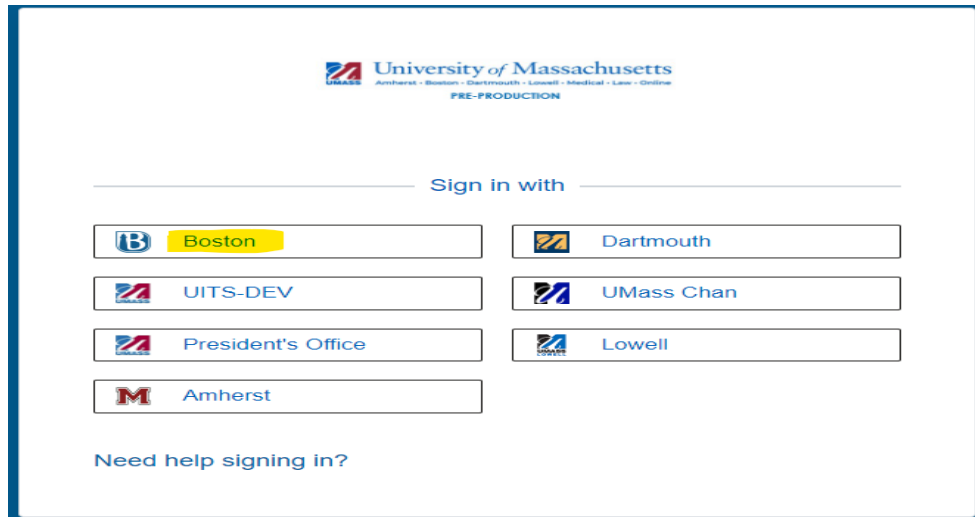
[Login to HR Direct](#)

[Login & Password Requirements](#)



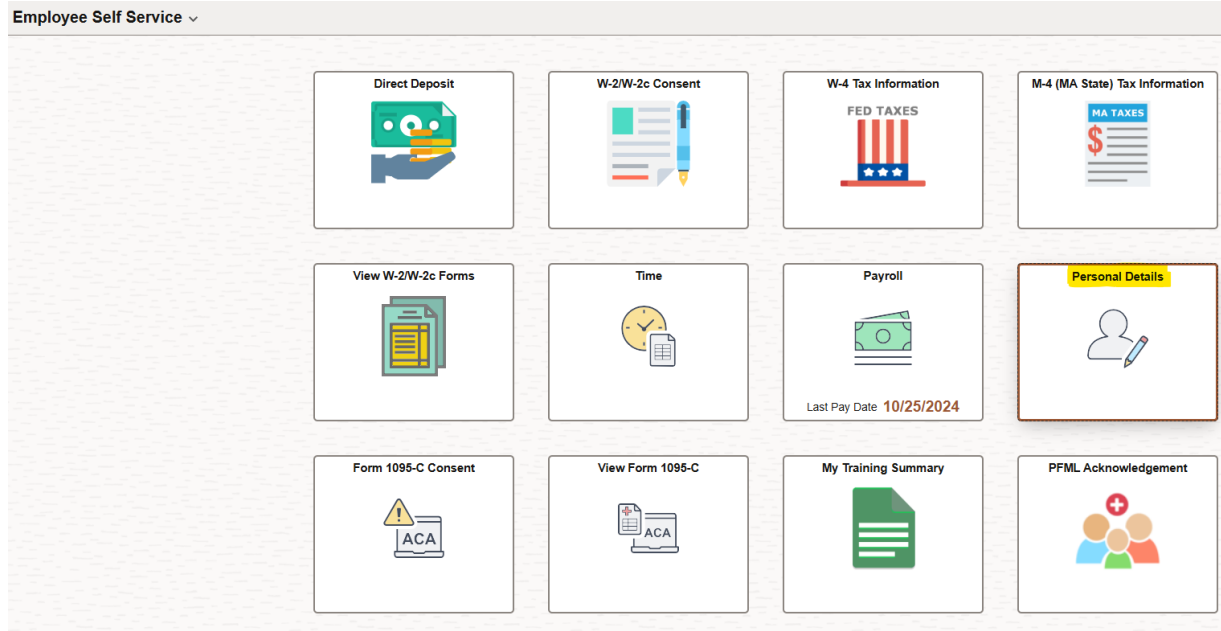


Step 4 - When prompted to sign in to a campus, select "**Boston**".



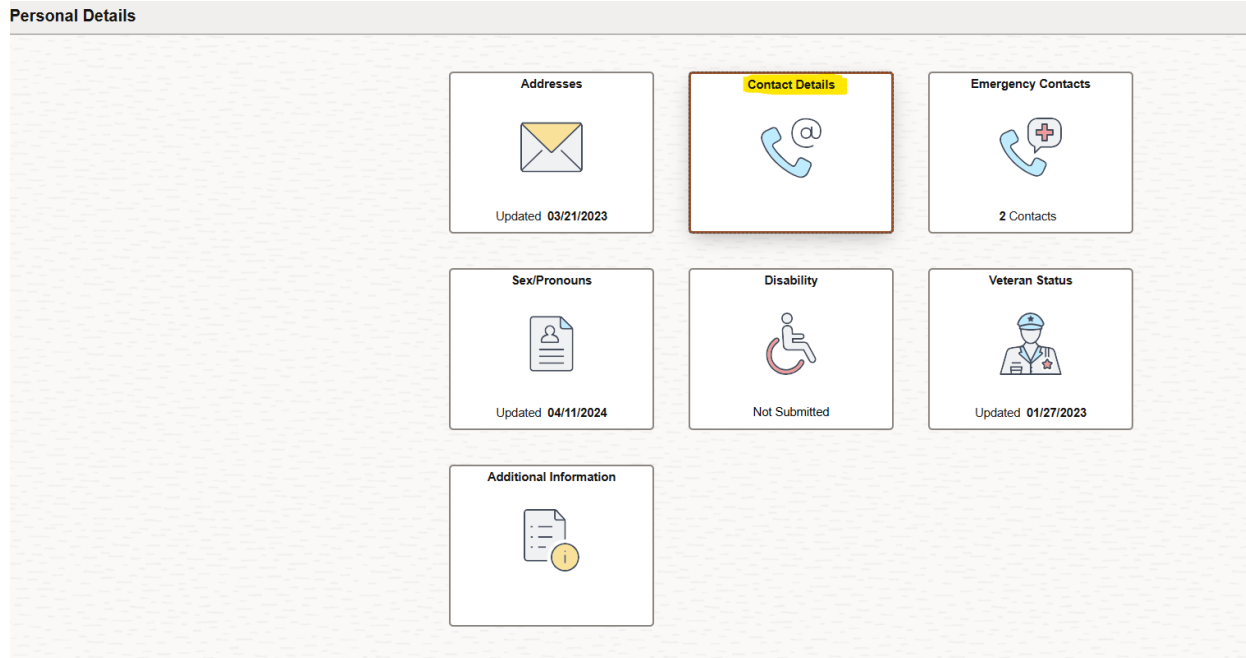
Step 5 - You should now see the Employee Self-Service Screen. If you do not, select Employee Self-Service from the drop down on the top left

Step 6 - Select the "**Personal Details**" tile.

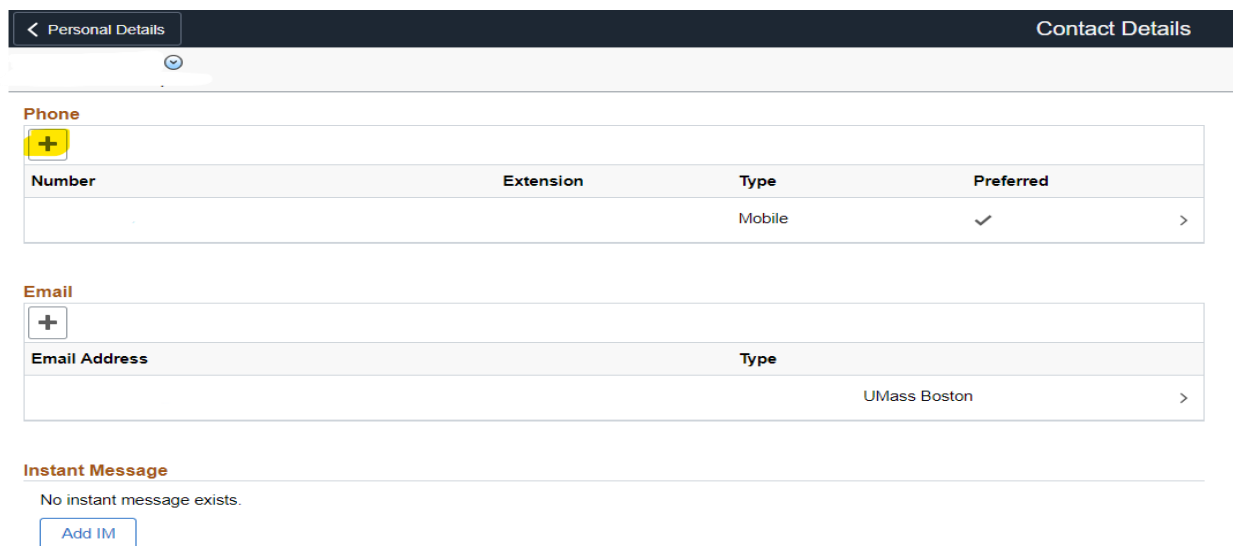




Step 7 - On the Personal Details screen, click the “Contact Details” tile.



Step 8 - Within the Contact Details page, if you already have a phone number or email within HR Direct, they will be listed here. To add a new phone number, click the plus sign “+.”





Step 9 - In the Phone Number pop-up box, click the down arrow next to the “**Type**” field to select the type of phone number. Check the “**Preferred**” box if you would like this to be your preferred phone number. Enter the number and extension (if applicable). Hit the “**Save**” button. Your phone number has now been updated to HR Direct.

Cancel **Phone Number** Save

*Type

Preferred

Number

Extension

Step 10 - To change an existing phone number, hit the caret to the right.

< Personal Details Contact Details

Phone

Number	Extension	Type	Preferred	
		Mobile	✓	>



Step 11 - In the Phone Number pop-up box, enter the number and extension (if applicable). Hit the **“Save”** button. Your phone number has now been updated to HR Direct. You also have the option to delete the existing number by hitting the **“Delete”** button.

[Cancel](#) **Phone Number** [Save](#)

Type Mobile

Preferred

Number

Extension

[Delete](#)

Step 12 - On the Contact Details screen, to add a new email address, click the plus sign **“+.”** Your campus email should already be defaulted here.

[< Personal Details](#) [Contact Details](#)

Phone

[+](#)

Number	Extension	Type	Preferred	
		Mobile	✓	>

Email

[+](#)

Email Address	Type	
	UMass Boston	>

Instant Message

No instant message exists.

[Add IM](#)



Step 13 - In the Email Address pop-up box, select the down arrow for the drop-down menu and select the email type. Type the email address in the “**Email Address**” box provided. Hit “**Save.**” Your new email address will now update HR Direct.

Cancel **Email Address** Save

*Email Type

Email Address