Updating Your Contact Information on Employee Self-Service (ESS) and the U of T Directory

This step-by-step guide will show you how you can update your employee profile on Employee Self-Service (ESS) and the U of T Directory.

Employee Self-Service is a web service available to active employees at the University that provides a convenient and secure way for a user to access one's own personal information online from at work or at home.

The **U of T Directory** lists staff, faculty, and department contacts at U of T. For reasons including confidentiality, the directory is not a comprehensive list of all active U of T employees.

Updating your Address and Phone Number on ESS:

1. Go to https://hrandequity.utoronto.ca/hr-service-centre/ and click on the link for **Employee Self-Service (ESS)** on the page. Alternatively, sign into **HR Service Centre** and access the link to ESS at the bottom of the page.

2. Log in to **Employee Self-Service (ESS)** with your UTORid and password.
3. Go to "**My HR Self-Service**" found on the top menu ribbon beside "**Welcome**".

4. Answer your **Security Question**.

   If this is your first time logging on to ESS, you will need to provide your personnel number and verify your Social Insurance Number (SIN) before setting up your Security Questions.
5. Under the **Map** section of the screen, click on "**Personal Information**" to be redirected to your a different screen showing **Personal Profile** and **Career Profile**
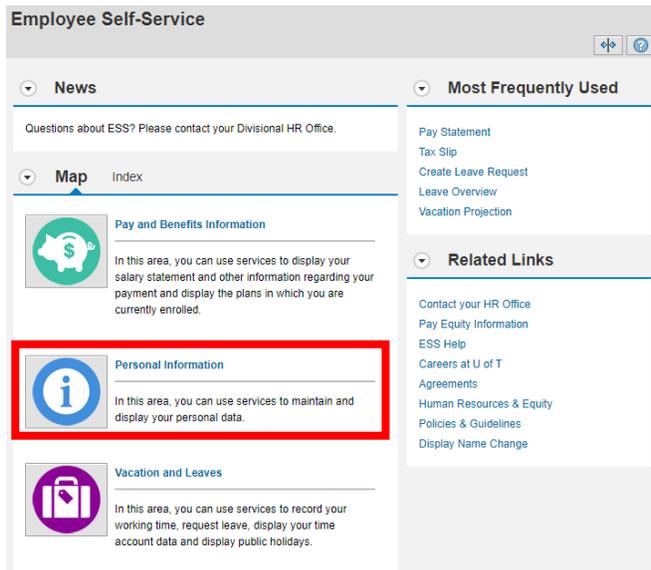
6. Under **Personal Profile**, click on "**Personal Profile**" to modify or review your personal data.
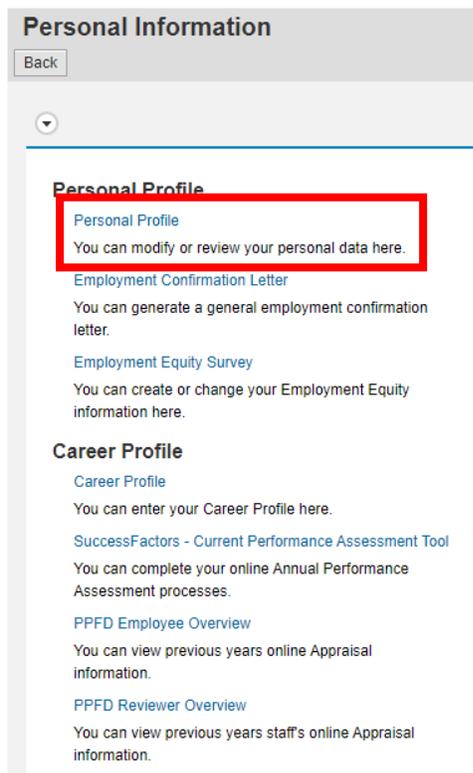
7. On the Personal Profile screen, you will see your current information on Personal Data, Addresses, Communication, Salary / Basic Pay Information, Bank Information, Dependant and Emergency Contact Information, and Employment Information. To modify your Addresses (Permanent Residence) information, click on the pencil icon located beside the current information listed.
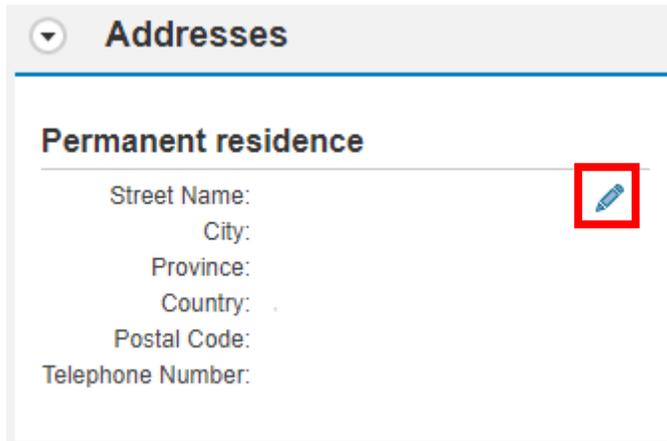

8. Update your Address information and click "**Save**" or "**Save and Back**" to accept and confirm any changes made.

Updating your HR Contact Number and HR Contact Email on U of T Directory:

1. To update your email address that is listed under **Communication** of your **Personal Profile**, you will need to log in to **U of T's Phonebook Directory** (https://authdirectory.utoronto.ca/). Click on the link above and sign in with your University email address and then your UTORid and password.
2. Go to "**Manage My Info**" found on the top menu ribbon.

3. You will see your **Basic Information** and **Job Information** listed.
4. The current **HR Contact Number** and **HR Contact Email** listed has been generated from our current records on our online systems. If the listed HR Contact Number and HR Contact Email is incorrect, please update it through the blue "**Edit**" button under Job Information.

Manage My Info

Anyone who searches for you on the Directory can see your name, title, campus, faculty or department, office and fax numbers, and email addresses. Only U of T staff and faculty who are logged into the Directory can see mobile phone numbers that you add.

You may also wish to manually add personal phone numbers and email addresses to the UTAlert system ↗ to receive important messages from the University by email or text.

Basic Information

Display First Name   How to Edit

Last Name   How to Edit

HR Contact Number
Select the number that Human Resources should use for official communications to you.

Change

HR Contact Email
Select the email that Human Resources should use for official communications to you.

Change

Job Information

Title	Campus	Faculty or Department	Phone Number	Email	
					Edit

5. Under the **Edit Info** screen, you will be able to add additional phone numbers and email addresses. These additional phone numbers and/or email addresses will populate back on your **Manage My Info** screen from where you can then choose to set as a primary HR Contact Number and HR Contact Email.

   Note: You cannot remove the originally generated HR Contact Number and HR Contact Email listed. You can only add additional ones and choose to set them as a new HR Contact Number and HR Contact Email.

Edit Info

Job Information

Title   How to Edit

Campus   **Faculty or Department**

Phone Numbers

Phone Type	Phone Number	Extension	Phone Capabilities	
				How to Edit

Add Another

Email Addresses

U of T Email Address   How to Edit

Add Another

6. The updated information will be listed for anyone who searches for you on the Directory. People can see your name, title, campus, faculty or department, office and fax numbers, and email addresses. Only U of T staff and faculty who are logged into the Directory can see mobile phone numbers that you add.