

Click on the upper right icon, then select view profile



View Profile

- Home
- My Account >
- Sitemap
- Favorites
- My Reports
- Documentation

Sign Out

Good Morning,

Awaiting Your Action

You're all caught up on your inbox items.

Timely Suggestions



Keep Your Home Contact Information Updated

We would like you to review your Contact Information and ensure it's up to date

[Update Contact Info](#)



Keep Your Emergency Contacts Updated

We would like you to review your Emergency Contact Information and ensure it's up to date

[Update Contacts](#)

Quick Tasks

[View All Apps](#)

Announcements



Intellectual Property Policy

Please read the Brandeis University's Intellectual Property ...



Search



Dir, Emergency Mgmt

Actions



Email



Team



Summary



Overview



Job



Contact



Personal



Benefits



Compensation



Pay



Career



Performance



Time Off

On left side, click  
Contact

jpmantraco@brandeis.edu

+1 781-736-4245

Edit

Click Edit on this screen (some aspects of this screen may look different, but the button is in the same location)

Home Contact Information

Addresses 1 item

Address	Usage	Visibility	Shared With	Effective Date
*****	Home (Primary) Street Address	Private	*****	*****

Phones 3 items

Phone Number	Device	Usage	Visibility	Shared With
+1 408 741 8462	*****	Home (Primary)	Private	
		Home	Private	
		Home	Private	

Email Addresses 1 item

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- Summary
- Overview
- Job
- Contact
- Personal
- Benefits
- Compensation
- Pay
- Career
- Performance
- Absence



Primary  
Yes



Phone

Visibility  
Private

Primary  
No



Phone

Visibility  
Private

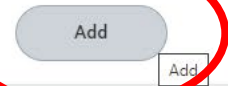
Primary  
No



Phone

Visibility  
Private

**Under phone click  
add**



**Email**

Primary  
Yes



Email Address \*

Submit

Save for Later

Cancel

Select whether the number is for voice or text. If you want both, you will need to add that number twice. When complete, click Submit in the lower left

Primary

No

Phone

Visibility

Private

Phone

(empty)

Primary

Phone Type \*

select one ▼

select one

BENS Text

BENS Voice

Fax

Landline

Mobile

Pager

Telephone

Visibility \*

Private ▼

> Details

Submit

Save for Later

Cancel

Add