

If you have never logged into PeopleSoft Employee Self-Service, you will need to contact the OMES Service Desk by <u>email</u> or 405-521-2444 for a temporary password.

Once you have access, follow the steps below to update your preferred contact information:

• Go to <u>corehr.ok.gov</u> in a web browser. Enter your employee or user ID (for DHS employees) and your password. Click **Sign In.**

ORACLE	
PEOPLESOFT ENTERPRISE	
User ID: Password: Sign In	
Forgot your password?	

• Navigate to the menu on the left and select Self Service.



• Under the Personal Information section, select **Phone Numbers**.

Main Menu >	
Self Service	
Navigate to your self service information and activities.	
Time Reporting Report and review your time, schedules, request absences and more. Report Time User Preferences	Personal Information Review and update your personal information. Personal Information Summary Home and Mailing Address Phone Numbers Email Addresses Email Addresses Emergency Contacts

- Enter your primary work number (desk phone or cell phone) in the **Business** telephone field. Ensure the checkbox is selected under the **Preferred** heading so this number will be displayed correctly in Office 365.
 - If you have a secondary state-owned device, enter that in the **Mobile** section.
 - If you enter your personal cell phone number in the Mobile field, please note that it colleagues **will** be able to view it in O365.
- Click the **Save** button to ensure the correct business phone number is on file.

Phone Numbers

Enter your phone numbers below.

Phone Numbers <u>Phone Type</u>	<u>*Telephone</u>	Extension Preferred	
Business	555/555-555		Delete
Mobile			Delete

Add a	a Phone	Number
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