



OMNI Training Guide

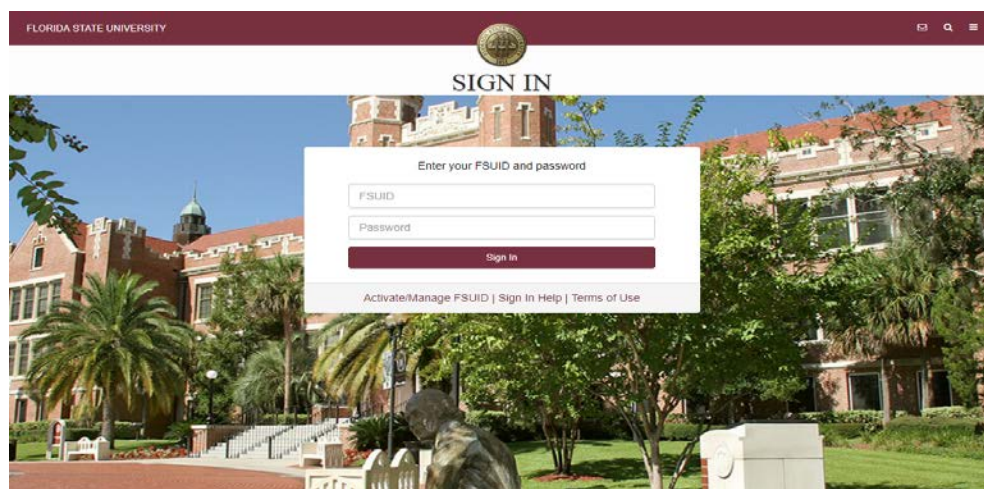
Updating Personal Information within myFSU

On the Personal Information Page, you may view and edit the following:

- Home/Mailing Addresses
- Phone Number
- Emergency Contacts
- Email Address
- Marital Status
- Ethnic Group

Name changes must be submitted to HR with a copy of your social security card and completed Name Change Request Form.

STEP 1: Log into [myFSU](#) with your FSUID and password.

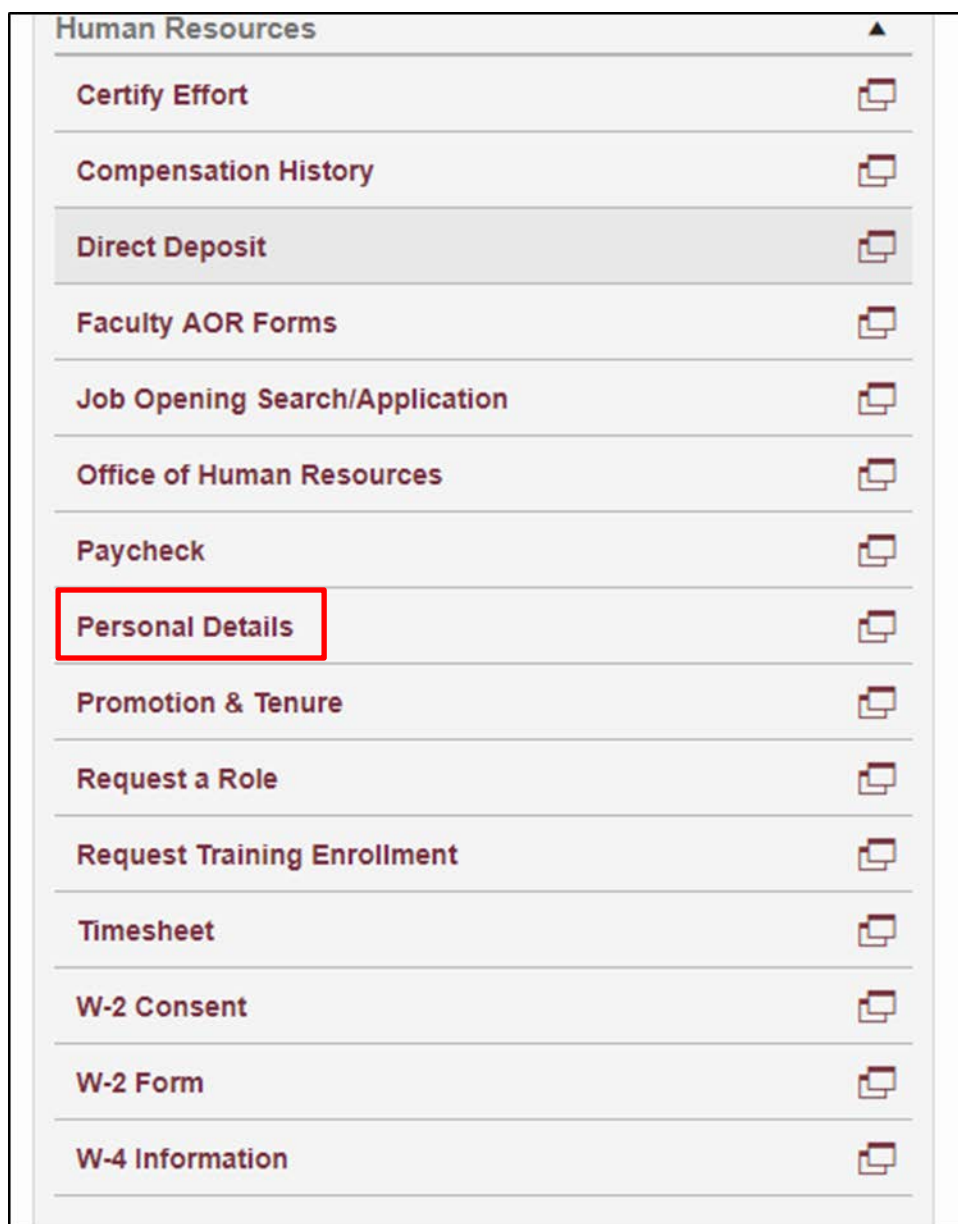




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STEP 2: Expand the **Human Resources** menu and click the **Personal Details** link.

NOTE: You must authenticate access using Duo.



STEP 3: Review your personal information as it is currently stored in myFSU. To make changes, click the



button in each sub-section.



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NOTE: All employees' personal information is considered confidential. Access to this information is strictly limited to those with official business needs ONLY.

Personal Details

Susie Seminole
OPS

Addresses

Contact Details

Marital Status

Name

Ethnic Groups

Emergency Contacts

Additional Information


Addresses

Home Address

123 Campus Walk
Tallahassee, FL 32306
Leon Current

Mailing Address

123 Campus Walk
Tallahassee, FL 32306
Leon Current

STEP 4: For the purpose of this example, change your **Home Address**. To do this, select **Addresses** from the menu, and then update the address you wish to change by click the  button.

Cancel Address Save

Employee Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of 05/15/2019

Address Type Home

Country United States

Address 1 123 Campus Walk

Address 2

Address 3

City Tallahassee

State FL

Postal 32306

County Leon



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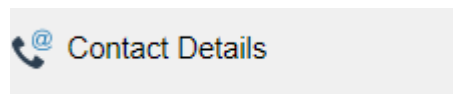
STEP 5: Update your address in the fields.

NOTE: Changing your address in myFSU does not affect your address as maintained in the Registrar’s office.


STEP 6: Click the **Save** button.




STEP 7: For the purpose of this example, also update your **phone number**. Click the **Contact Details** link.



STEP 8: Use this page to add, review, or edit your home, business, mobile, or other phone numbers. Click

the  button to include a new phone number.

Contact Details			
Phone			
			
Number	Extension	Type	Preferred
850/644-1234		Campus	>
850/555-0001		Mobile	>
850/555-0002		Home	<input checked="" type="checkbox"/> >
850/555-0001		FSU Alert	>

STEP 9: Select the number you wish to change.

STEP 10: Select the appropriate **Phone Type**.

STEP 11: Enter the new phone number into the **Number** field.

STEP 12: One phone number must be set as the preferred calling number. To do this, check the **Preferred** box for the desired number.



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STEP 13: Click the **Save** button.



Contact Details

Phone

Number	Extension	Type	Preferred	
850/644-1234		Campus		>
850/555-0001		Mobile	✓	>
850/644-0002		Home		>
850/555-001		FSU Alert		>

NOTE: When updating email addresses, be aware MyFSU does not allow two of the same email types, i.e., Business, Campus, Home, Other.

One email account must be specified as the **'Preferred'** email address.

When the email addresses are saved, the appropriate areas in MyFSU will be updated so that email notifications will be sent to the email address marked.

Email

Email Address	Type	Preferred	
sseminole@admin.fsu.edu	Business	✓	>
ss03@admin.fsu.edu	Campus		>

STEP 14: To make official marital status changes for the purpose of changing benefits, visit the [People First website](#).



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Marital Status

Current Single Save

Change Marital Status

*New Status

*As Of

STEP 15: Name changes must be submitted to HR along with a copy of your social security card and the [Name Change Request Form](#) found on the HR Forms page.

Susie Seminole
OPS

- Addresses
- Contact Details
- Marital Status
- Name**
- Ethnic Groups
- Emergency Contacts
- Additional Information

Name

To change your name in OMNI, you must submit a new copy of your Social Security Card and a name change form, found on the Human Resources website, to Human Resources - Employee Data Management.

Susie Seminole	Current
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STEP 16: To update information in the **Additional information** section, please contact the Office of Human Resources at 850-644-6034. These changes cannot be made online.