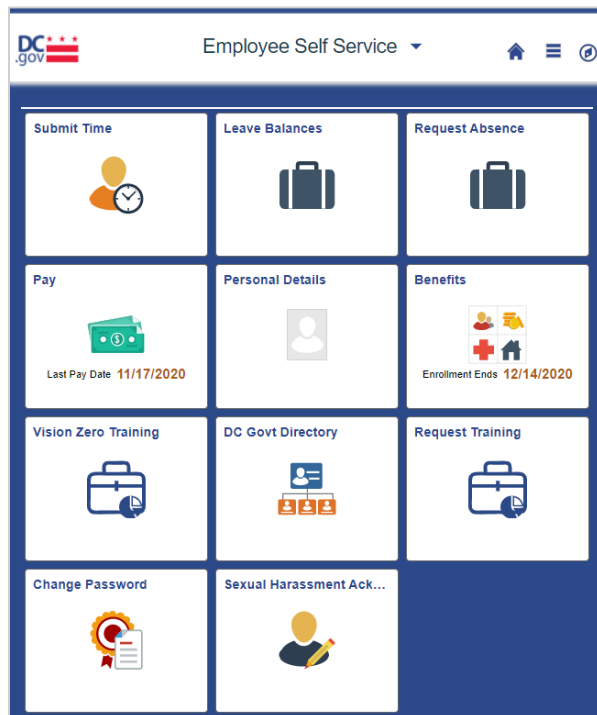


DC DEPARTMENT OF HUMAN RESOURCES

How to Change your Contact Information in PeopleSoft

Step 1

Sign into the PeopleSoft landing page at ess.dc.gov.

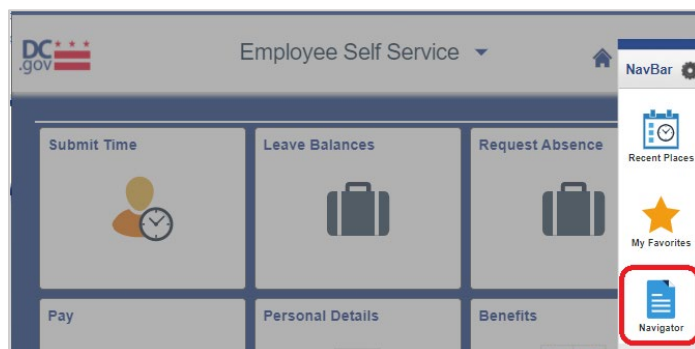


Step 2

Click the Navigation button in the top right.

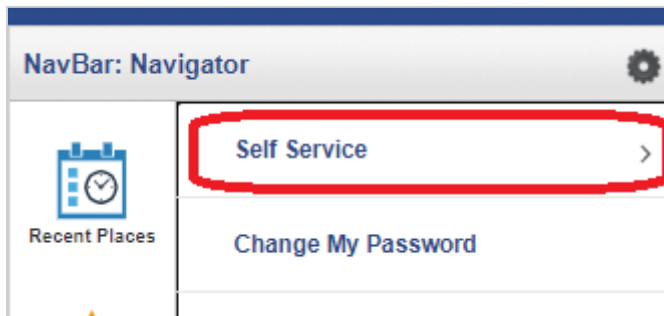


Select **Navigator**.

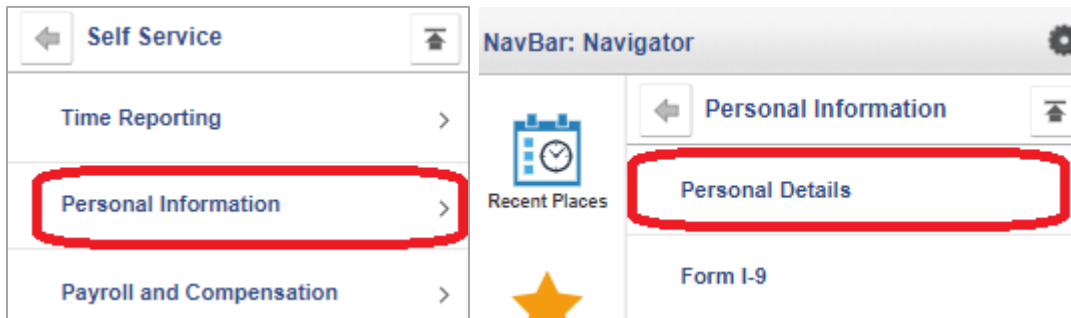


How to Change Your Contact Information in PeopleSoft

Click **Self Service**.

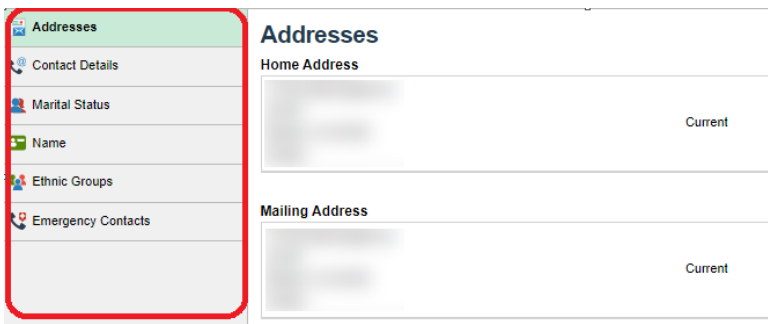


Click **Personal Information > Personal Details**



Step 3

Navigate through each category on the left panel and ensure that all your information is up to date.



Make changes by clicking the appropriate panels on the right side.

