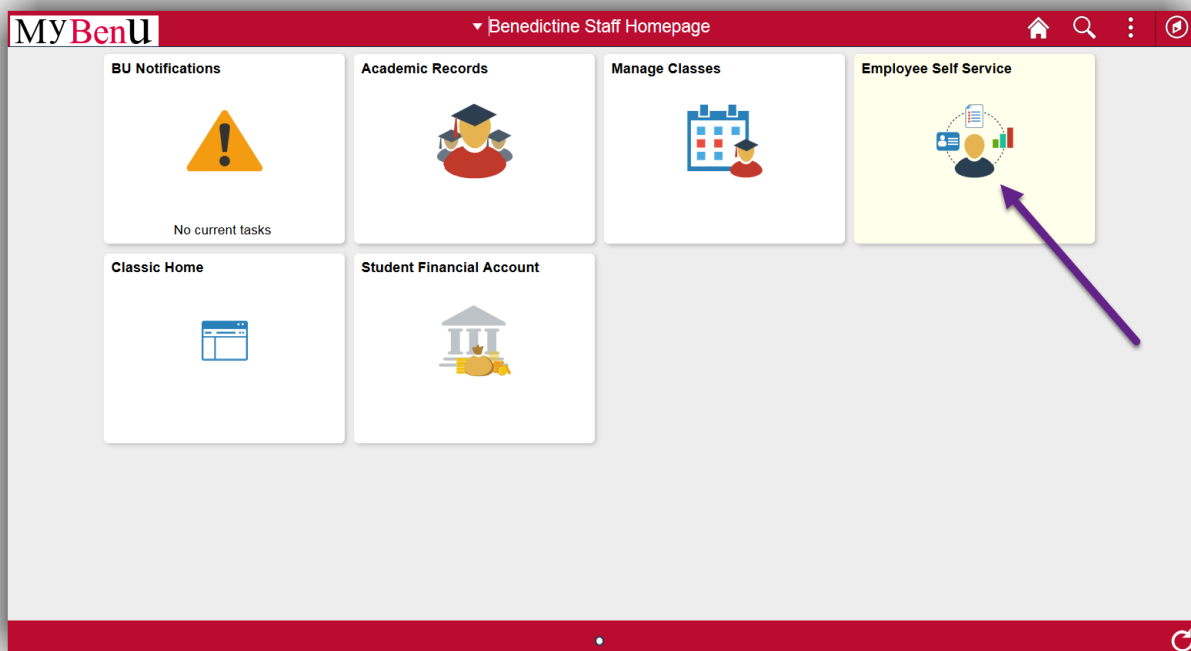


MyBenU Change Employee Information

Faculty and staff can add or modify their information

Navigate to Employee Self Service

Click on **Employee Self Service**



Update Phone and Email

Click on **Contact Details**

The screenshot shows the 'BU Employee Self Service' interface. The top navigation bar includes 'Benedictine Staff Homepage', 'BU Employee Self Service', and utility icons. The left sidebar contains menu items: Personal Details, Contact Details (highlighted), Addresses, View Paycheck, Direct Deposit, W-4 Tax Information, and Emergency Contacts. The main content area is titled 'Personal Details' and displays the following information:

- Date of Birth: 01/01/1980
- Gender: Female
- Social Security Number: [Redacted]

Below this is a section titled 'Names' with a table:

| Name | Type |
|-----------------|---------|
| Dr Cathy Carrot | Primary |

Add an Email Address

1. Click on the **+**

The screenshot shows the 'BU Employee Self Service' interface with the 'Contact Details' section selected in the sidebar. The main content area is titled 'Contact Details' and features an 'Email' section with a '+' button highlighted in yellow. Below the button is a table of email addresses:

| Email | Type | Preferred |
|-----------------------|-------------------------------|-----------|
| cathy.carrot@peas.com | Campus | ✓ |
| cathy.carrot@peas.com | Ben Alert Email Alternate | > |
| cathy.carrot@peas.com | Ben Alert Email | > |
| cathy.carrot@peas.com | BenUAlert Email Type for LMSE | > |
| cathy.carrot@peas.com | Home | > |
| cathy.carrot@peas.com | LMS - Employee | |

2. In the **Add Email** box, select an email **Type**

The screenshot shows the 'Add Email' dialog box. The title bar contains 'Cancel', 'Add Email', and 'Save' buttons. The form has two fields: '*Type' and '*Email'. The '*Type' dropdown menu is open, showing a list of options: 'BenUAlert Email Type for BUSN', 'BenUAlert Email Type for Dorm', 'BenUAlert Email Type for LMSS', 'BenUAlert Email Type for OTHER', 'BenUAlert Email Type for STDY', 'Other', 'Study Away', and 'Work'. The 'Work' option is highlighted in yellow.

3. Enter an email address and click **Save**

The screenshot shows the 'Add Email' dialog box. The '*Type' dropdown is now set to 'Work'. The '*Email' field contains the text 'ccarrot@ben.edu'. The 'Save' button is highlighted in yellow.

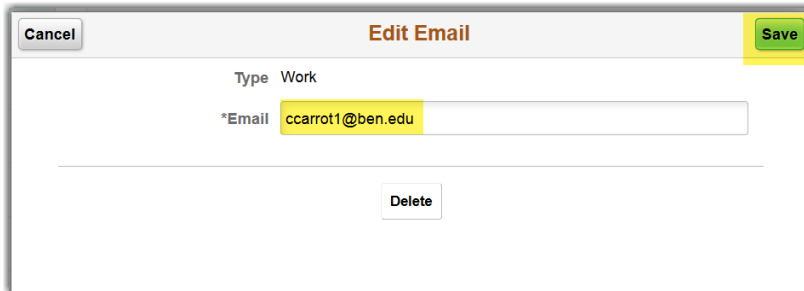
4. The new email address will appear in the email list

The screenshot shows the 'BU Employee Self Service' interface. The left sidebar contains navigation options: 'Personal Details', 'Contact Details', 'Addresses', 'View Paycheck', 'Direct Deposit', 'W-4 Tax Information', and 'Emergency Contacts'. The main content area displays a table of email addresses.

| Email | Type | Preferred |
|-----------------------|-------------------------------|-----------|
| cathy.carrot@peas.com | Campus | ✓ |
| ccarrot@ben.edu | Work | > |
| cathy.carrot@peas.com | Ben Alert Email Alternate | > |
| cathy.carrot@peas.com | Ben Alert Email | > |
| cathy.carrot@peas.com | BenUAlert Email Type for LMSE | > |
| cathy.carrot@peas.com | Home | > |
| cathy.carrot@peas.com | LMS - Employee | > |

Update an Email Address

1. Click on the email address to update
2. In the **Edit Email** box modify the email address



Cancel Edit Email Save

Type Work

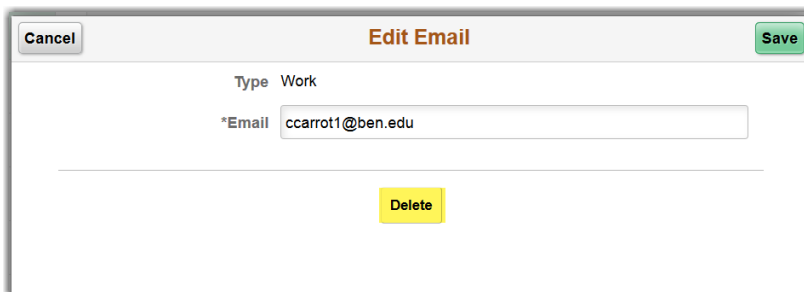
*Email ccarrot1@ben.edu

Delete

3. Click **Save**

Delete an Email Address

1. Click on the email address to delete
2. In the **Edit Email** box click **Delete**



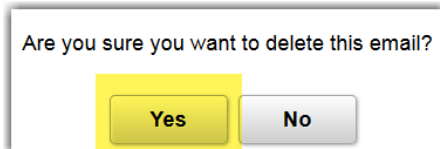
Cancel Edit Email Save

Type Work

*Email ccarrot1@ben.edu

Delete

3. In the delete confirmation message, click **Yes** to delete, **No** to cancel



Are you sure you want to delete this email?

Yes No

Add a Phone Number

1. Scroll down below the Email section
2. In the Phone section, click on the **+**

Cancel
Add Phone
Save

*Type Mobile Text Messa ▾

Country Code

Phone Number 630/111-2222

Extension

Preferred

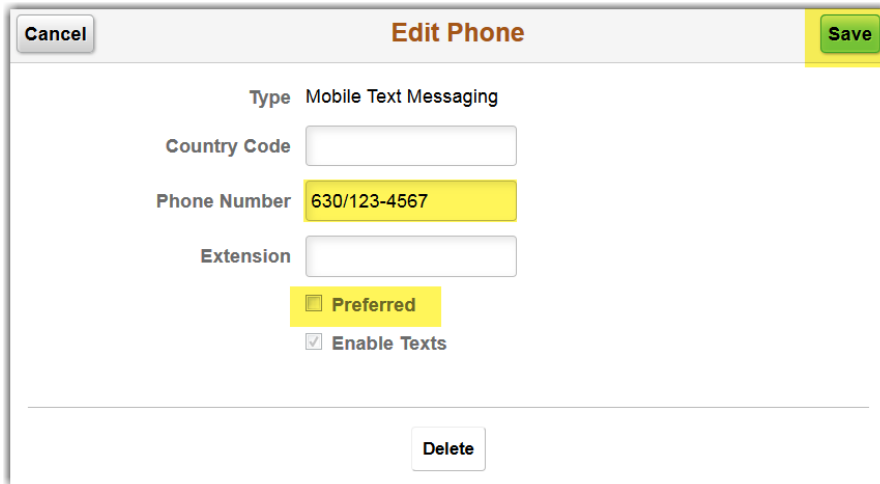
Enable Texts

3. In the **Add Phone** box, select an phone **Type**
You will only be able to select a type that is not already in use
4. If the phone number is outside the U.S., select a **Country Code**
5. Enter the phone number, including area code in the following format xxx/xxx-xxxx
6. Enter an extension, if applicable
7. If it is your preferred phone number, check the **Preferred** checkbox
8. If you want to receive text messages to this phone number, check the **Enable Texts** checkbox
9. Click **Save**
10. You will see the new phone number in the Phone list

| Phone | | |
|--|------------------------------|-----------|
| + | | |
| Phone | Type | Preferred |
| 111/222-3333 | Home | ✓ > |
| 111/222-3333 | Mobile | > |
| 111/222-3333 | Ben Alerts & Notifications 1 | > |
| 111/222-3333 | Ben Alerts & Notifications 2 | > |
| 111/222-3333 | Ben SMS | > |
| 630/111-2222 | Mobile Text Messaging | > |

Update a Phone Number

1. Click on the phone number to Update
2. In the **Edit Phone** box modify the phone number, if applicable



Edit Phone

Type Mobile Text Messaging

Country Code

Phone Number

Extension

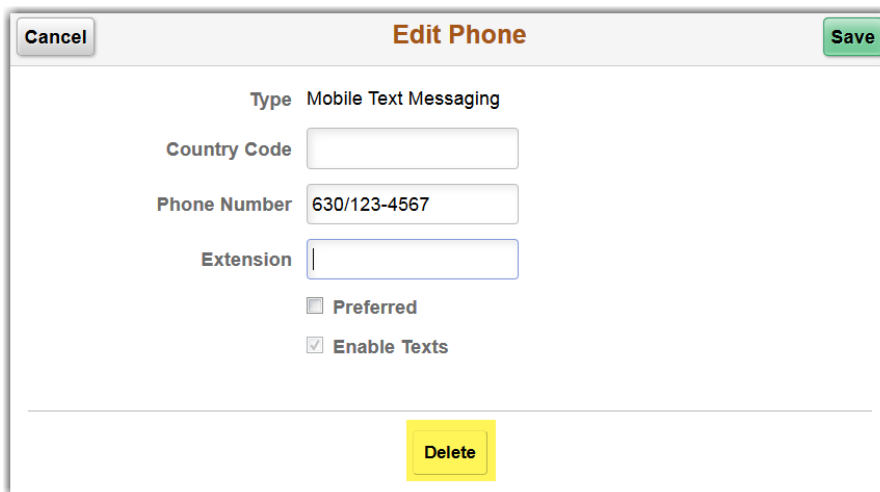
Preferred

Enable Texts

3. Check or uncheck the **Preferred** checkbox, if applicable
4. Click **Save**

Delete a Phone Number

1. Click on the phone number to delete
2. In the **Edit Phone** box click **Delete**



Edit Phone

Type Mobile Text Messaging

Country Code

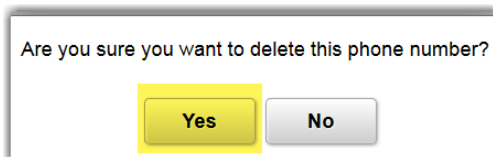
Phone Number

Extension

Preferred

Enable Texts

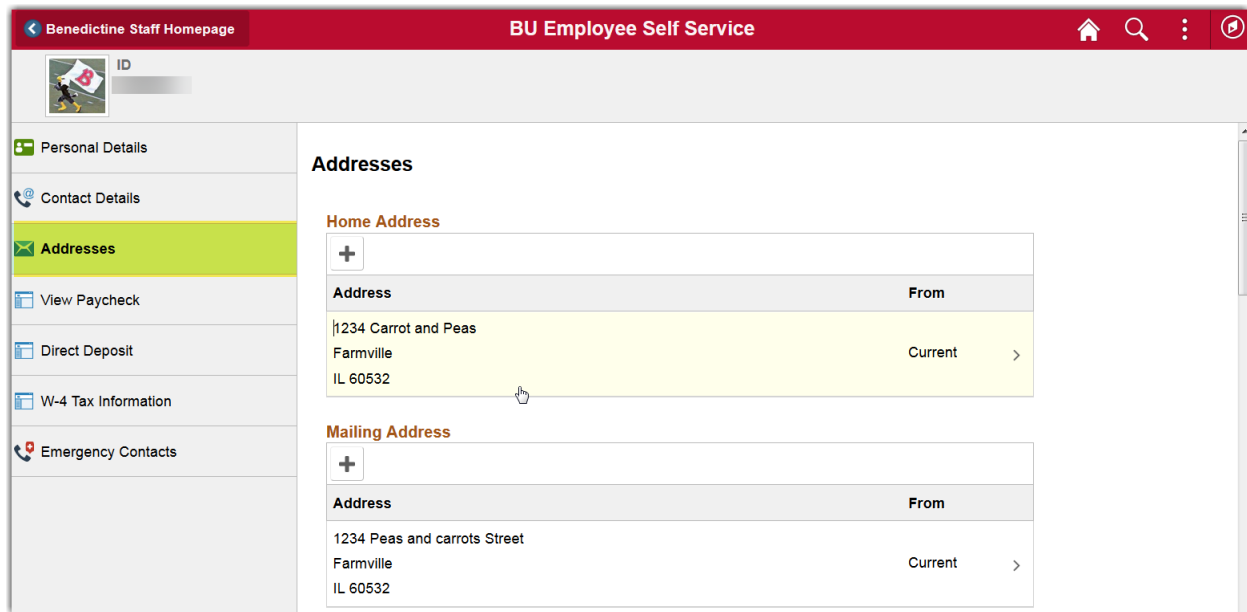
3. In the delete confirmation message, click **Yes** to delete, **No** to cancel



Are you sure you want to delete this phone number?

Update Home or Mailing Address

Click on **Addresses**



Add an Address

1. To add a Home address, click on the **+** below **Home Address**
2. To add a Mailing address, click on the **+** below **Mailing Address**
3. In the **Add Address** box, if you want to copy an existing address, Click **Copy From**

Cancel **Add Address** Save

Type Home

*From 09/27/2019 Copy From

*Country United States

*Address 1

Address 2

Address 3

City

State

Postal

County

- Other saved addresses will be listed
Click on the address you want to add as your Home or Mailing address

Select Address


1234 Peas and carrots Street
Farmville
IL 60532


Addresses

- The **Add Address** box will autofill with the information

Cancel **Add Address** **Save**

Type Home

*From 09/27/2019  [Copy From](#)


*Country United States 

*Address 1 1234 Peas and carrots Street

Address 2

Address 3

City Farmville

State Illinois 

Postal 60532

County

If you are not copying from an existing address, fill out the following:

From date

Country

Address 1

City

State

Postal

6. Click **Save**

Update an Address

1. Click the address you want to update

Addresses

Home Address

| Address | From |
|---|-----------|
| 1234 Carrot and Peas Farmville IL 60532 | Current > |

Mailing Address

| Address | From |
|---|-----------|
| 1234 Peas and carrots Street Farmville IL 60532 | Current > |

2. In the **Edit Address** box, fill out the following:

Country

Address 1

City

State

Postal

Edit Address

Type Home

*Country United States

*Address 1 1234 Carrot and Peas

Address 2

Address 3

City Farmville

State Illinois

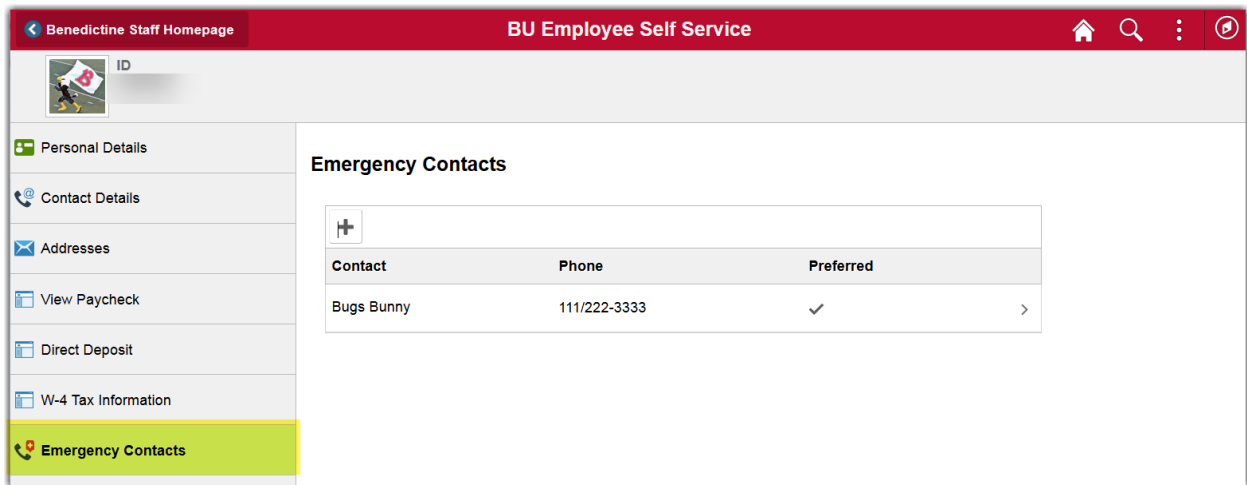
Postal 60532

County

3. Click **Save**

Update Emergency Contacts

Click on **Emergency Contacts**



Add an Emergency Contact

1. Click on the **+**
2. In the **Add Contact** box, enter the following:
Name
Select a **Relationship**
Check **Preferred** checkbox if Preferred contact
Country Code, if outside of the U.S.
Phone Number in the format xxx/xxx-xxxx
Extension, if applicable

Add Contact

*Name: Daffy Duck

*Relationship: Neighbor

Preferred

Primary Phone Number

Country Code: []

*Phone Number: 630/123-4567

Extension: []

Other Phone Numbers

No other phone numbers defined.

Add Phone

3. To add multiple phone numbers for the same contact, click **Add Phone**

Cancel **Add Contact** Save

*Name Daffy Duck

*Relationship Neighbor

Preferred

Primary Phone Number

Country Code

*Phone Number 630/123-4567

Extension

Other Phone Numbers

No other phone numbers defined.

Add Phone

- In the **Add Phone** box, enter the following
Type
Country Code, if phone number outside the U.S.
Phone Number
Extension, if applicable
- Click **Done**

Cancel **Add Phone** Done

*Type Work

Country Code

*Phone Number 630/123-4589

Extension

- You will see the additional phone number listed at the bottom
Click **Save**

Cancel
Add Contact
Save

*Name

*Relationship

Preferred

Primary Phone Number

Country Code

*Phone Number

Extension

Other Phone Numbers

+

| Phone | Type |
|--------------|--------|
| 630/123-4589 | Work > |

7. The new contact will appear in the Emergency Contacts list

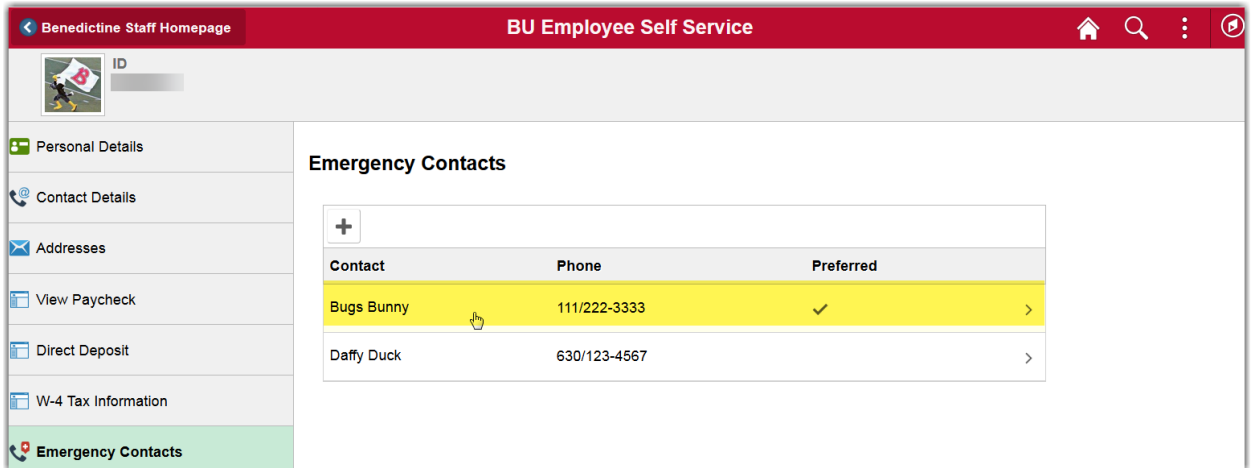
Emergency Contacts

+

| Contact | Phone | Preferred |
|------------|--------------|-----------|
| Bugs Bunny | 111/222-3333 | ✓ > |
| Daffy Duck | 630/123-4567 | > |

Update an Emergency Contact

1. Click on the contact to update



2. In **Edit Contact**, update information

The 'Edit Contact' form is displayed with a 'Cancel' button on the top left and a 'Save' button on the top right. The form fields are as follows:

- *Name: Bugs Bunny
- *Relationship: Spouse (dropdown menu)
- Preferred
- Primary Phone Number**
- Country Code: []
- *Phone Number: 630-251-2541
- Extension: []
- Other Phone Numbers**
- + []
- Table with columns Phone and Type:

| Phone | Type |
|--------------|--------|
| 222/333-4444 | Mobile |
| 222/333-4444 | Home |

At the bottom of the form is a 'Delete' button.

3. If you want to update **Other Phone Numbers**, click the phone number to update

Edit Contact

Cancel Save

*Name

*Relationship

Preferred

Primary Phone Number

Country Code

*Phone Number

Extension

Other Phone Numbers

| Phone | Type | |
|--------------|--------|---|
| 222/333-4444 | Mobile | > |
| 222/333-4444 | Home | > |

- Update any of the fields and click **Done**

Edit Phone

Cancel Done

Type Mobile

Country Code

*Phone Number

Extension

- To delete, click **Delete**

Edit Phone

Type Mobile

Country Code

*Phone Number 222/333-4444

Extension

Delete

- You will get a message to confirm the delete
Click **Yes** to delete or **No** to cancel

Are you sure you want to delete this phone number?

Yes **No**

- The phone number will no longer appear in the list of **Other Phone Numbers**

Edit Contact

*Name Bugs Bunny

*Relationship Spouse

Preferred

Primary Phone Number

Country Code

*Phone Number 630/251-2541

Extension

Other Phone Numbers

+

| Phone | Type |
|--------------|------|
| 222/333-4444 | Home |

Delete

- Click **Save** to save any changes or deletions

Cancel
Edit Contact
Save

*Name

*Relationship

Preferred

Primary Phone Number

Country Code

*Phone Number

Extension

Other Phone Numbers

+

| Phone | Type | > |
|--------------|------|---|
| 222/333-4444 | Home | > |

Delete

Delete an Emergency Contact

1. Click on the contact to delete

Benedictine Staff Homepage
BU Employee Self Service
⌂ 🔍 ⋮

ID

- + Personal Details
- + Contact Details
- + Addresses
- + View Paycheck
- + Direct Deposit
- + W-4 Tax Information
- + Emergency Contacts

Emergency Contacts

+

| Contact | Phone | Preferred | > |
|------------|--------------|-----------|---|
| Bugs Bunny | 111/222-3333 | ✓ | > |
| Daffy Duck | 630/123-4567 | | > |

2. Click **Delete**

Edit Contact

*Name

*Relationship ▼

Preferred

Primary Phone Number

Country Code

*Phone Number

Extension

Other Phone Numbers

+

| Phone | Type |
|--------------|--------|
| 630/123-4589 | Work > |

3. You will get a message to confirm the delete
Click **Yes** to delete or **No** to cancel

Are you sure you want to delete this contact?