



BRIGHAM AND WOMEN'S HOSPITAL

Office for Sponsored Staff and Volunteers

Update Your Information in PeopleSoft from a Partners Computer

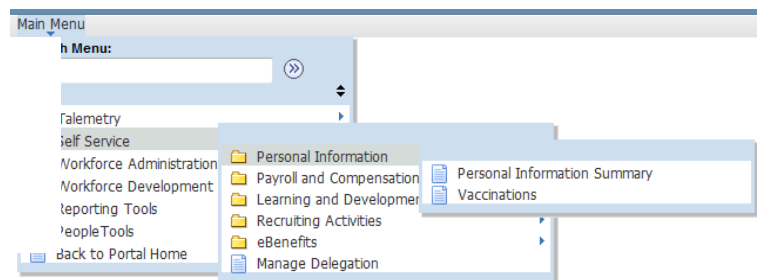
This is a guide for updating the contact information in your BWH record

1. Select **PeopleSoft** from the list of Partners Applications on your computer

2. Use your normal Partners username and password to log in



3. From the **Main Menu**:
 - Select **Self-Service**
 - Select **Personal Information**
 - Select **Personal Information Summary**



4. You can now change your home/mailling address and phone number.

You cannot update your social security number from PeopleSoft. If you receive a social security number after you start at BWH, please contact OSSVS with that information 617-732-5998.