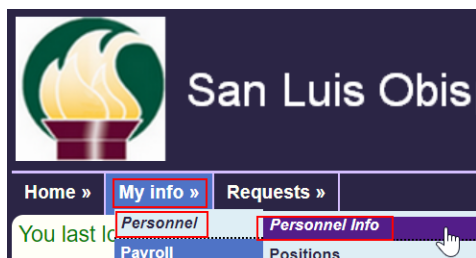


# Updating Your Name, Address and Phone in the Employee Self Service Portal

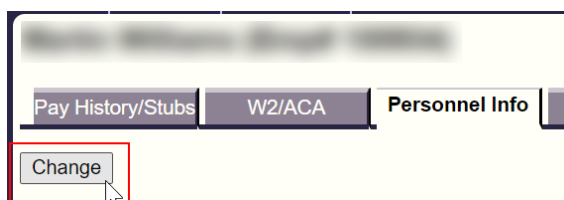
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Log in to the Employee Self Service Portal at <https://ess.slocoe.org> – [Registration Instructions](#)

Click My Info > Personnel > Personnel Info



Click Change



Enter your updated info and click Create

A screenshot of the "Personal Info Request" form. The form contains the following fields: "Di / Emp #:", "Name:", "Request Status:", "Mailing Address:", "City:", "State:", "Zip-code:", "Home-email:", "Home-phone:", "Emergency contact name: \*", "Emergency contact relation: \*", "Emergency contact phone:", and "Spouse name: \*". Below the form is a "Create" button, which is highlighted with a red rectangle. A disclaimer at the bottom states: "By submitting this form, I authorize San Luis Obispo County Office of Education to make the personal information changes I have entered above. I acknowledge that these changes might not take effect immediately."

HR will receive notification and process the changes.