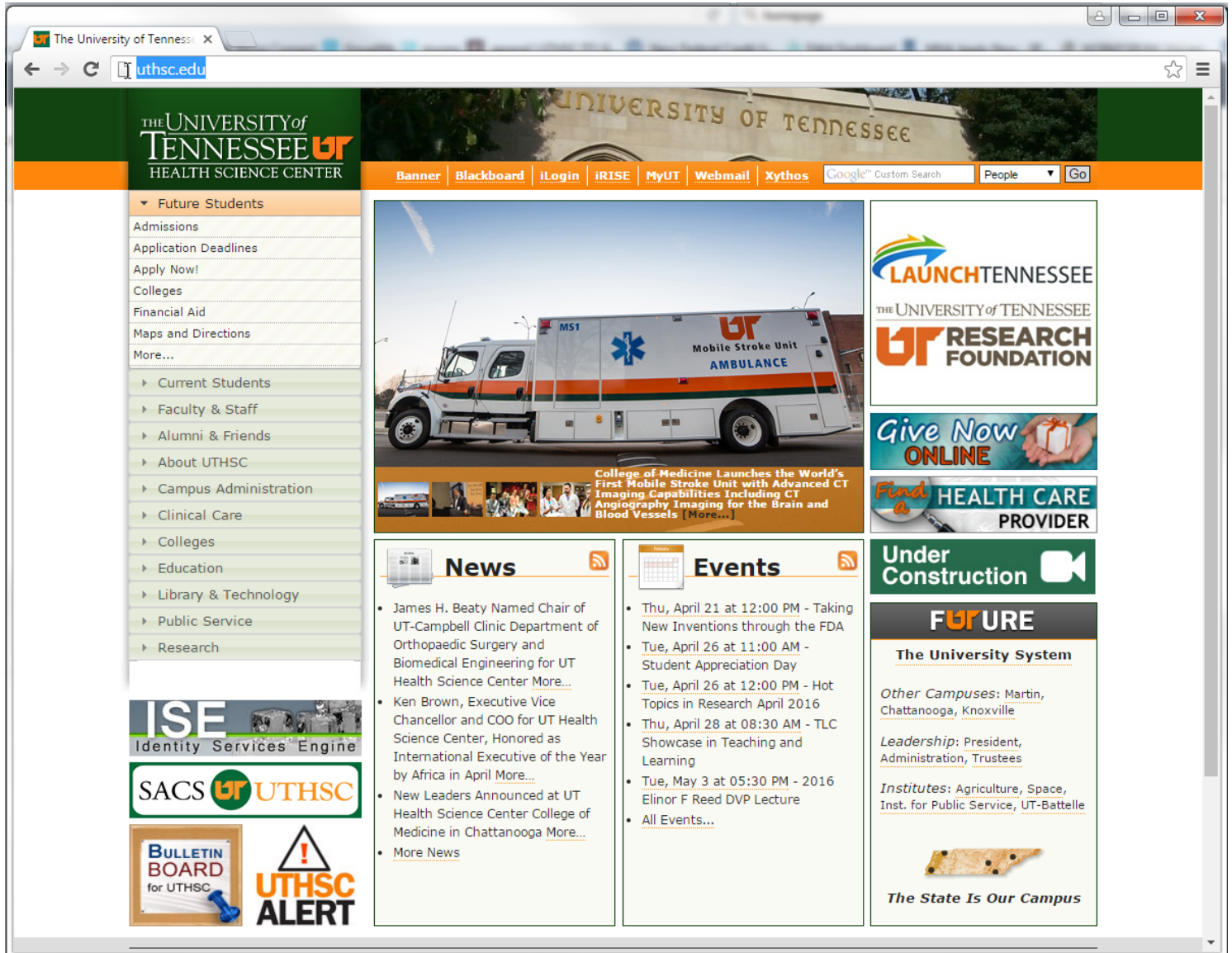


Update Contact Information in IRIS

This lesson will provide a step-by-step guide to update your cell phone number in IRIS so that you will receive emergency notifications from Campus Police.

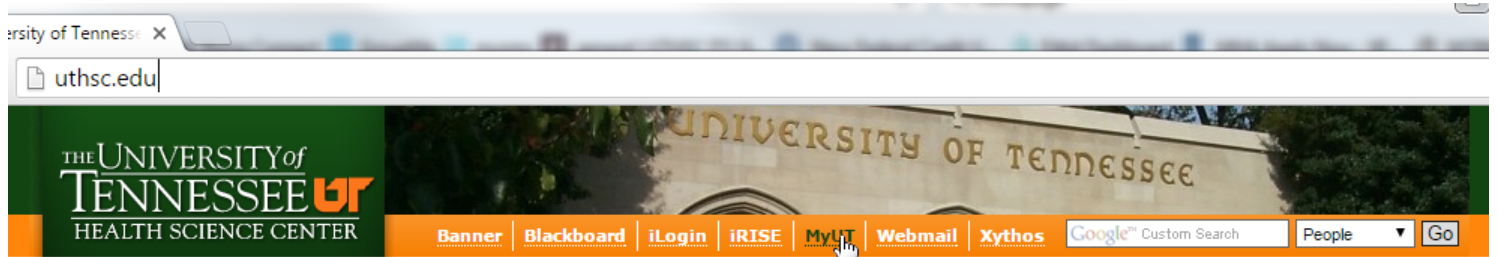
Go to the UTHSC Home Page



The screenshot shows the UTHSC Home Page in a web browser. The browser address bar displays "uthsc.edu". The page features a navigation menu on the left with categories like "Future Students", "Current Students", "Faculty & Staff", "Alumni & Friends", "About UTHSC", "Campus Administration", "Clinical Care", "Colleges", "Education", "Library & Technology", "Public Service", and "Research". The main content area includes a banner for a "Mobile Stroke Unit Ambulance" with the text "College of Medicine Launches the World's First Mobile Stroke Unit with Advanced CT Imaging Capabilities Including CT Angiography Imaging for the Brain and Blood Vessels [More...]". Below the banner are sections for "News" and "Events". The "News" section lists several articles, including "James H. Beatty Named Chair of UT-Campbell Clinic Department of Orthopaedic Surgery and Biomedical Engineering for UT Health Science Center More...", "Ken Brown, Executive Vice Chancellor and COO for UT Health Science Center, Honored as International Executive of the Year by Africa in April More...", and "New Leaders Announced at UT Health Science Center College of Medicine in Chattanooga More...". The "Events" section lists several upcoming events, including "Taking New Inventions through the FDA", "Student Appreciation Day", "Hot Topics in Research April 2016", "TLC Showcase in Teaching and Learning", and "Elinor F Reed DVP Lecture". The page also features a "Give Now ONLINE" button, a "Find a HEALTH CARE PROVIDER" button, and a "Under Construction" notice. At the bottom, there is a "FUTURE The University System" section with links to "Other Campuses", "Leadership", and "Institutes".

Open your preferred web browser and navigate to uthsc.edu.

Go to the IRIS login Screen



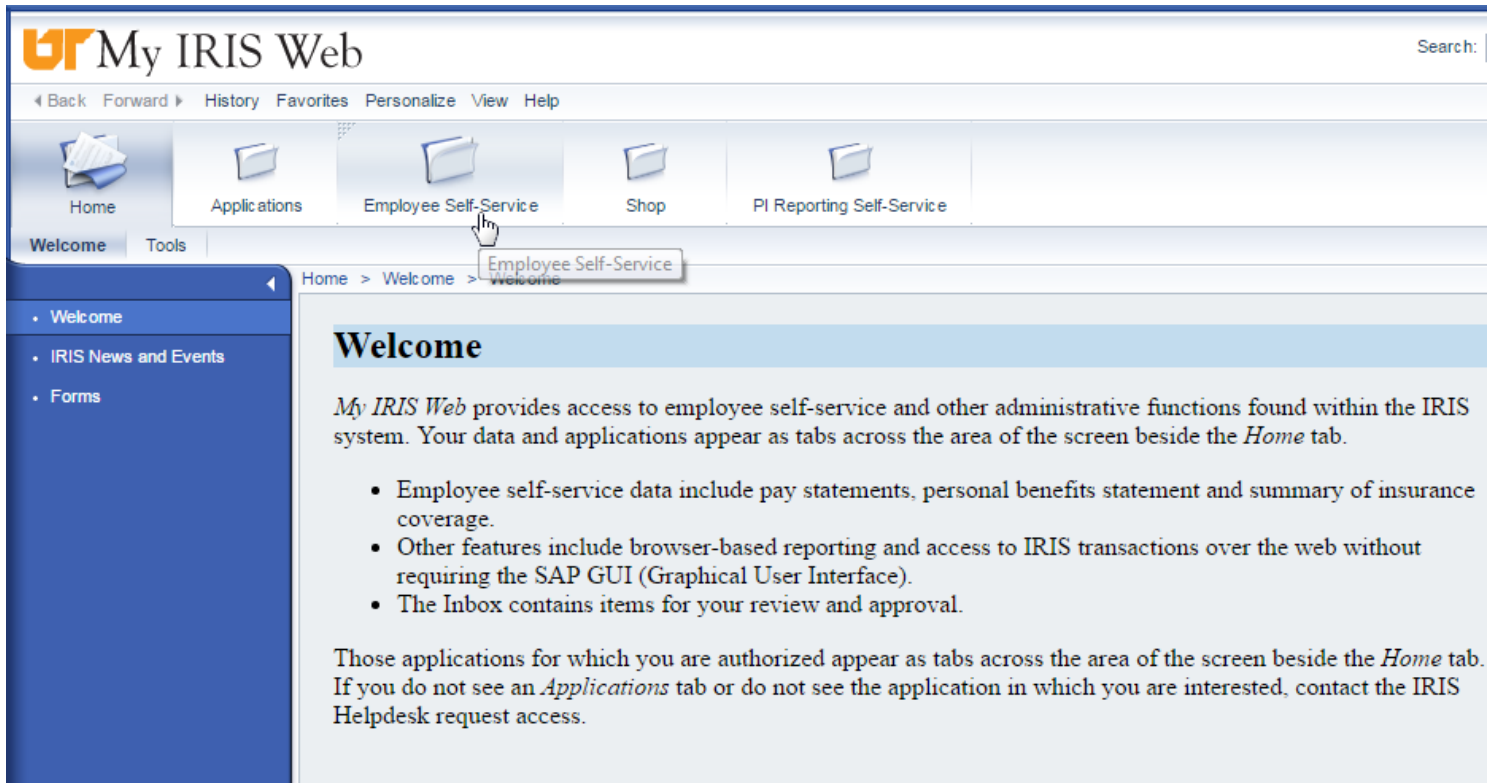
Click the MyUT link at the top of the page.

Log into the IRIS portal

A screenshot of the 'My IRIS Web' login page. On the left is a photograph of a classical building with columns. The page title is 'My IRIS Web' with the UT logo. Below the title are two input fields: 'Net ID *' and 'Password *'. A 'Log On' button is positioned below the password field. At the bottom of the form area are two buttons: 'Help' and 'Net ID Help'.

Enter your UTHSC NetID and password and click Log On.

Open Employee Self-Service



The screenshot shows the My IRIS Web interface. At the top left is the logo "My IRIS Web" and a search bar. Below the logo is a navigation bar with links: Back, Forward, History, Favorites, Personalize, View, and Help. A horizontal menu contains five folder icons labeled Home, Applications, Employee Self-Service, Shop, and PI Reporting Self-Service. The "Employee Self-Service" folder is highlighted with a mouse cursor, and a tooltip shows "Employee Self-Service". Below the menu is a "Welcome" tab and a "Tools" tab. On the left side, there is a blue sidebar with a list of links: Welcome, IRIS News and Events, and Forms. The main content area has a "Welcome" heading and a paragraph: "My IRIS Web provides access to employee self-service and other administrative functions found within the IRIS system. Your data and applications appear as tabs across the area of the screen beside the Home tab." Below this is a bulleted list: "Employee self-service data include pay statements, personal benefits statement and summary of insurance coverage.", "Other features include browser-based reporting and access to IRIS transactions over the web without requiring the SAP GUI (Graphical User Interface).", and "The Inbox contains items for your review and approval." At the bottom of the main content area, there is a paragraph: "Those applications for which you are authorized appear as tabs across the area of the screen beside the Home tab. If you do not see an Applications tab or do not see the application in which you are interested, contact the IRIS Helpdesk request access."

Click the Employee Self-Service link at the top of the page. (Please be aware that your view may differ based on your level of access in IRIS)

Open the Personal Information Page.

The screenshot shows the 'Employee Services' dashboard. At the top, there is a navigation bar with 'Map', 'Directory', and 'Index' links. Below this, the dashboard is divided into four main sections: 'Benefits and Payment', 'Working Time', 'Personal Information', and 'Effort Certification'. Each section has an icon, a title, a brief description, and a 'Quick Links' section. The 'Personal Information' link is highlighted with a mouse cursor, indicating it is the target of the instruction.

Employee Services

Map Directory Index

Benefits and Payment
In this area, you can use services to display your salary statement and other information regarding your payment.
Quick Links
[Online Pay Statement](#)

Working Time
In this area, you can check your leave balances, view your leave history, or print a Time Statement showing all recorded hours for historical periods.

Personal Information
Display your personal data from the IRIS System. Data such as: demographic information, organizational assignments, addresses, education, communication and bank information.

Effort Certification
In this area, you can certify your effort.
Quick Links
[Effort Certification](#)

Click the Personal Information link near the center of the page. (Your view may differ if you have customized your dashboard)

Open Your Personal Profile

Employee Self Service Area Page

Back



Personal Profile

Use the links below to access your personal information.

[Personal Profile](#)

Use this link to display your personal data (for example, address information or bank details). Some information (such as Emergency Contact Address) may be updateable. Use the link below for the Personal Data Form to update information that is not available for update in ESS. The Personal Data Form should be submitted to your local Human Resource Office.

[Personal Data Form](#)

Use this link to download the Personal Data Form to change information in your Personal Profile.

[Personal Data Form Instructions](#)

Use this link to download instructions for completing the Personal Data Form to change information in your Personal Profile.

[My HR128 Training History](#)

Use this link to check your HR 128 status using the training history stored in IRIS.

Click the Personal Profile link near the middle of the page.

Check the Accuracy of your Personal Information

Addresses



Permanent residence

1st Address Line: Training Address

City: Training City

State: TN

County: Shelby County

Postal Code: 38163

Phone Number: (901) 123-4567

Phone Release: No Address

Comm #1: CELL (901) 123-4567

Related Address Changes: [Click Here](#)

1

2

The "Addresses" section is near the middle of the page. You may have to scroll to view it.

1. Make sure your cell phone number is listed in the Comm #1 section.
2. If you do not see the Comm #1 section or the number is incorrect, click the blue pencil.

Update Your Cell Phone Number

Edit Permanent residence

* Country: USA

Address

Address type: 1
Care Of:

* 1st Address Line:
Address Line 2:

* City:
* State:
* ZIP Code:
County:
Phone Release:

Primary Telephone

Area Code:
Phone Number:

Additional Telephone #1

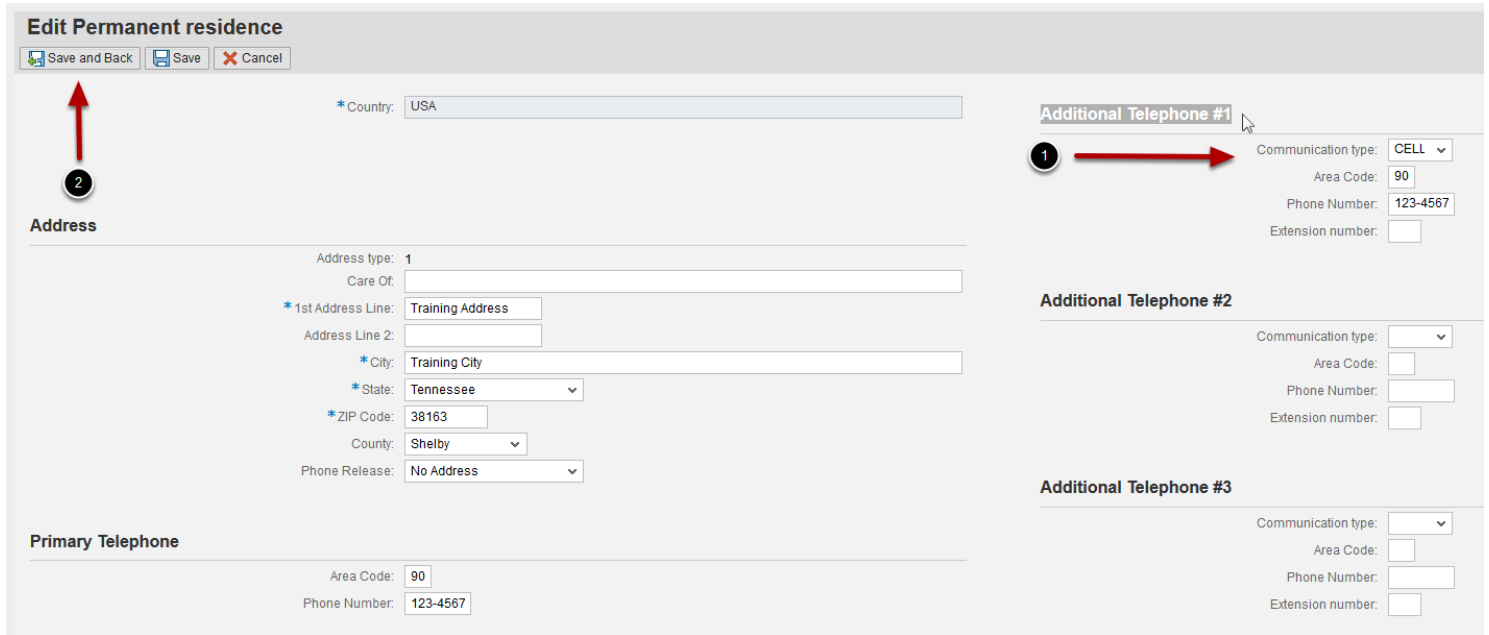
1 → Communication type:
Area Code:
Phone Number:
Extension number:

Additional Telephone #2

Communication type:
Area Code:
Phone Number:
Extension number:

Additional Telephone #3

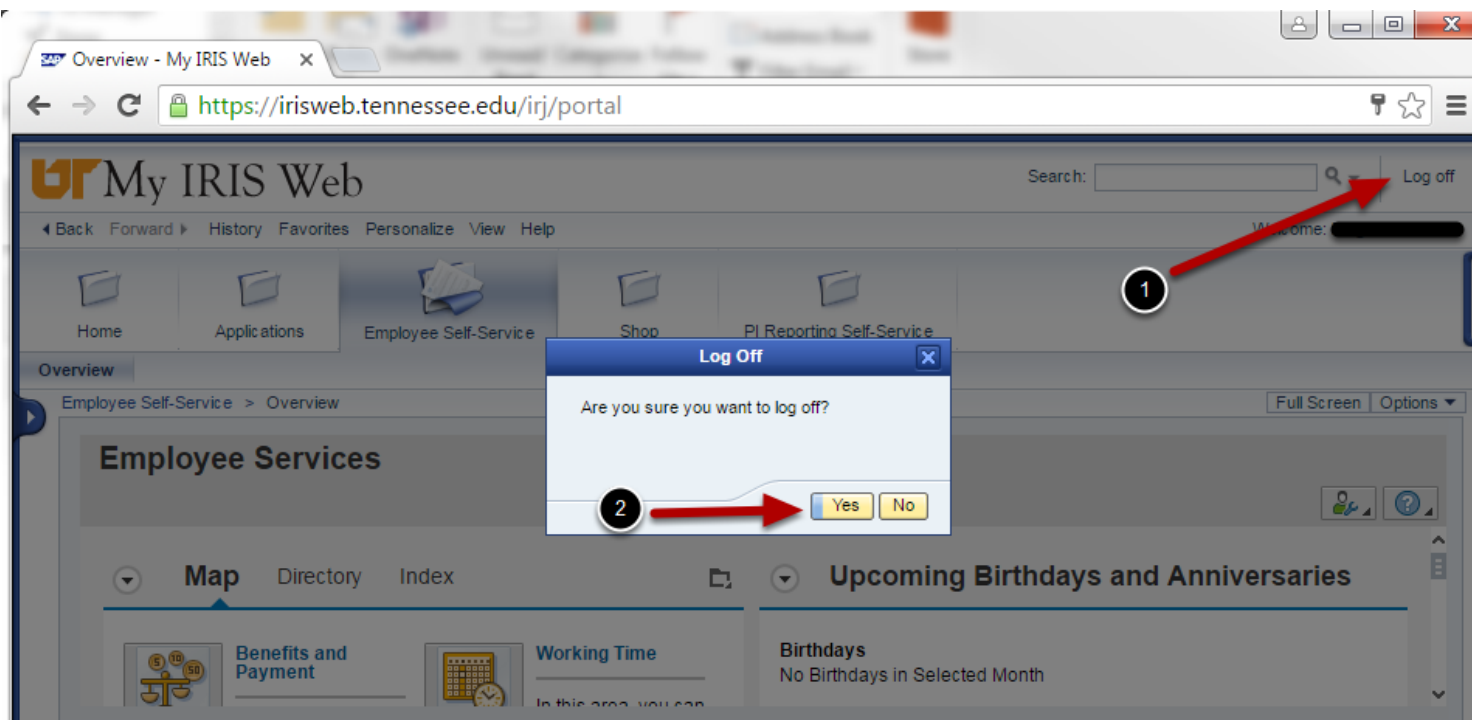
Communication type:
Area Code:
Phone Number:
Extension number:



Your cell phone number **MUST** be listed in the "Additional Telephone #1" section.

1. Set the communication type to "CELL" and enter your number.
2. Click the "Save and Back" button. Your information is now updated.

Log out of the IRIS Portal



1. Click the Log Off button at the top of the page on the right side.
2. Be sure to click "Yes" when the Log Off popup appears, otherwise you will not fully log off.