

Update your Information at PeopleSoft

Dear User,

You can update your information at PeopleSoft to reflect from your Outlook

Kindly follow below steps

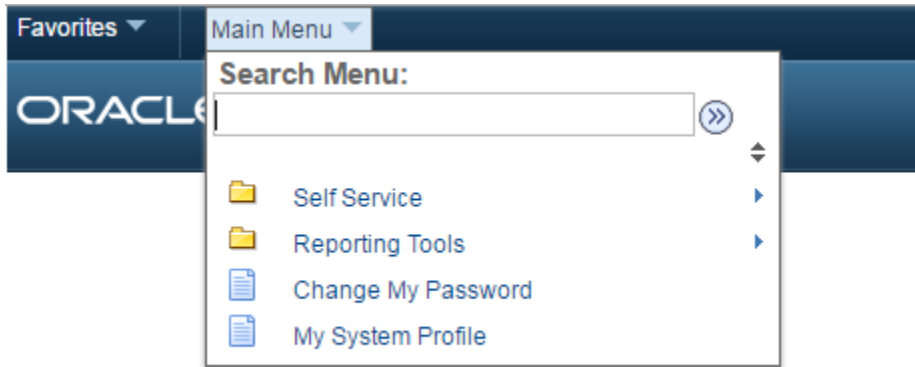
- Open <http://portal.aku.edu/peoplesoft/>
- Login on LIVE HRMS



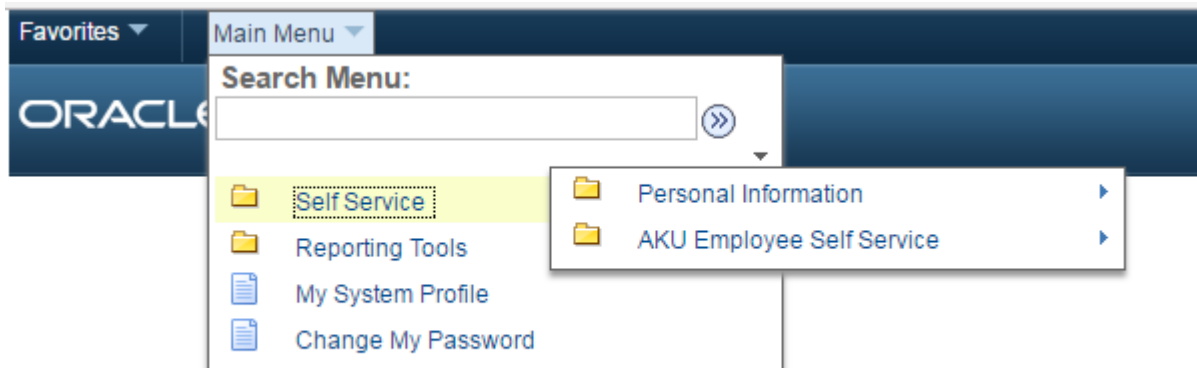
- Login with your user ID and set password

A screenshot of the Oracle PeopleSoft login page. The page has a dark blue background. At the top, there is a white box with the Oracle logo and the text "PEOPLESFT". Below this, there are three input fields: "User ID" with a masked password, "Password" with a masked password, and "Select a Language" with a dropdown menu showing "English". A green "Sign In" button is located below the input fields. Below the button, there are links for "Mark Attendance" and "Forgot your password?". At the bottom, there is a message: "Recovering lost password or getting user profile unlocked, can be done automatically through system instead of contacting IT ServiceDesk. Please follow Automatic Password Recovery steps for details. To enhance security, IT Service desk will no longer be able to reset your account information." and a checkbox for "Enable Accessibility Mode".

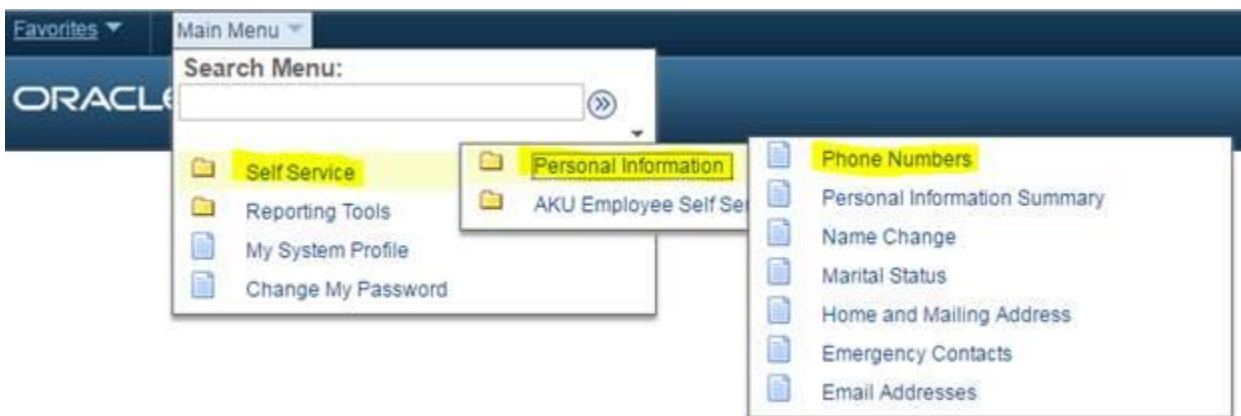
- Click on Main Menu



- Click on Self Service





- Click on Personal Information, and choose your desired information to update, e.g. Phone numbers



- Update your phone number extension and mobile number accordingly and click on "Save" button.

Phone Numbers

Enter your phone numbers.

Phone Numbers				
Phone Type	*Telephone	Extension	Preferred	Delete
Ext# (Outlook)	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Mobile# (Outlook)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Add Phone Number

Save

* Required Field

Information updated here will take few time to reflect on Outlook.