

Steps for faculty/staff updating their emergency contact information



Helpful Links

- [myHR Support](#)
- [myHR Training](#)
- [The Work Number™ - Income and Employment Verification](#)
- [Human Resources](#)
- [Benefits](#)
- [Former/Retired Employee?](#)
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It is recommended that you use Firefox or Chrome with this application.

For help in using PeopleSoft myHR, including training resources, contact PeopleSoft HR Support at PSHRSUPPORT@umsystem.edu.

User ID

Password

[Create/Reset Password](#)



Are PeopleSoft HR pages not working the way they should? Click [here](#) to see if your browser is supported.

Please contact the [help desk](#) if you experience any issues logging in.



1. Go to myHR and log in with your Pawprint and password.

The screenshot shows the myPerformance portal interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. A 'Search Menu' dropdown is open, showing 'Self Service' and 'Reporting Tools' as options. A red arrow points to the 'Self Service' option. Below the navigation bar, there are several widget sections: 'myTime' (Timesheet), 'myPayroll' (Direct Deposit), 'myWellness' (2015 Wellness Incentive), 'myTotal Rewards' (benefits, retirement), and 'myPersonal Data' (address, emergency contact, harassment training, preventing employment). The 'myWellness' section features a large circular graphic that says '2015 Wellness Incentive Earn \$450 educate yourself invest in yourself' and text explaining the incentive tiers and a URL: <http://umurl.us/2015WELL>. Below this is the 'myLEARN' section with the text 'myLEARN IN PARTNERSHIP WITH SKILLSOFT' and the 'myPerformance' logo.

2. Click Self Service.

This screenshot shows the 'Self Service' dropdown menu expanded from the previous step. The 'Personal Information' option is highlighted with a red arrow. The rest of the page content remains the same as in the first screenshot, including the 'myWellness' and 'myLEARN' sections.

3. Click Personal Information.

The image shows a screenshot of a web portal interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. A search bar is located in the top right. A 'Search Menu' dropdown is open, displaying a list of categories: Self Service, Reporting Tools, Time Reporting, Personal Information, Payroll and Compensation, Benefits, Recruiting Activities, and Sign Appointment Notifications. A sub-menu is open under 'Personal Information', listing various options. A red arrow points to 'UM Emergency Information' in this sub-menu. The main content area is divided into several sections: 'myTime' (Timesheet), 'myPayroll' (Direct Deposit), 'myTotal Rewards' (benefits, retirement, wellness), and 'myPersonal Data' (address, emergency contact, harassment training, etc.). At the bottom, there are logos for 'myLEARN' (University of Missouri System) and 'myPerformance'.

Search Menu:

- Self Service
- Reporting Tools
- Time Reporting
- Personal Information
 - Personal Information Summary
 - Education Information
 - UM Employee Data
 - Veteran Status
 - Disability
 - Employee Information Links
 - UM Emergency Information
 - Retirement Calculator Links
 - UM Staff Handbook
 - HR Training - PED
 - Verify Income & Employment
 - Training - Harassment Fac/Sup
 - Training - Harassment Staff
 - Training - Mandated Reporter
 - myLearn
- Payroll and Compensation
- Benefits
- Recruiting Activities
- Sign Appointment Notifications

myTime
Timesheet - Report your time worked or absences.

myPayroll
Direct Deposit or W-4?

myTotal Rewards
benefits
retirement
wellness

myPersonal Data
Have you changed your address lately or need to declare and emergency contact?
Have you told us how to inform you in an emergency?
Have you completed your Harassment: What It Is and How to Stop It training?
Have you completed your Preventing Employment Discrimination training?
Have you had any recent changes to your education?

myLEARN | IN PARTNERSHIP WITH SKILLSOFT
UNIVERSITY OF MISSOURI SYSTEM

myPerformance

4. Click UM Emergency Information.

Emergency Mass Notification System (EMNS) Registration

Previously, you opted-out of providing personal emergency contact information for EMNS. Please review your data below, update if necessary, and reconsider opting-in by clicking the Opt-In button. (Note: You can always update your personal contact information and Opt-In/Opt-Out status by going to Personal Information > UM Emergency Information in the myHR menu.) If you prefer to continue your opt-out status, except with your official University e-mail and work phone, click the Opt-Out button below.

For more information on the EMNS, click the FAQ.

University Email Address [redacted]@missouri.edu

Main Phone Number 573/[redacted]

Cell Phone Number

Text Number 573/[redacted]

Alternate Email Address

Numeric Pager

Alphanumeric Pager

Note: The alternate personal email address is for emergencies only; the university will only use your official University email to conduct official University business.

Opt-In Opt-Out

The image shows a registration form for the Emergency Mass Notification System (EMNS). The form contains several input fields: University Email Address (pre-filled with [redacted]@missouri.edu), Main Phone Number (573/[redacted]), Cell Phone Number, Text Number (573/[redacted]), Alternate Email Address, Numeric Pager, and Alphanumeric Pager. Below the form is a note stating that the alternate email address is for emergencies only. At the bottom of the form are two buttons: 'Opt-In' and 'Opt-Out'. Two red arrows are overlaid on the image: one points to the 'Main Phone Number' field, and the other points to the 'Opt-In' button.

The University of Missouri has contracted with Blackboard Connect to provide emergency notifications to current employees and students. These emergency notifications supplement other sources of emergency information such as campus mass email, radio, television, or Emergency Alert System radio. You should not rely solely on these emergency notifications but

5. Enter your cell phone, text messaging number, alternate e-mail address, and/or pager numbers. (Users may opt out of providing personal contact information) and click Opt-In or Opt-Out.