## **Updating Address & Emergency Contact Information**

- 1. Access your WesPortal at (<u>http://portal.wesleyan.edu</u>).
- 2. Locate the "My Information" box, click on the down arrow and the select "Personal Profile".

Open Enrollment Confirmation: Contact Benefits@wesleyan.edu to correct Information before Thursday, November 30.		
Favorites 🖈	Edit Academics	▼ Faculty Governance ▼
Careers@Wesleyan DocFinity HRMS Database Report an Issue SFIS Database SensukAcesa - File Conversion Teaching Evaluations - Current	Campus Applications	▼ Finance ▼
	Campus Reports	
	Communication	My Information
Teaching Evaluations - Legacy WFS Database	Community	ATTrack ★     Change Password ★
	Courses	Current Benefit Elections *     Goals Dashboard *
	Employee Information	Online Pay Statements - iPAY     Open Enroll Confirmation Page
	Event Scheduling & Calendaring	Performance Reviews & Strategic Goals * Personal Profile *
	Facilities	Professional Information * SRA Contribution Changes *

- 3. Click on "EDIT" under "Primary Campus, Home, Pay Statement Address, and Directory Print Selections".
  - Part I is where you update your Wesleyan Office Address (if needed).
  - Part II is where you indicate your Middletown/local address.
  - Part II is where you can indicate your permanent home address (Visiting Faculty).
- 4. To update Emergency Contact Information, click on "EDIT" under "Personal Emergency Contact" and "Campus Wide Emergency Broadcast System.