



Miami-Dade County

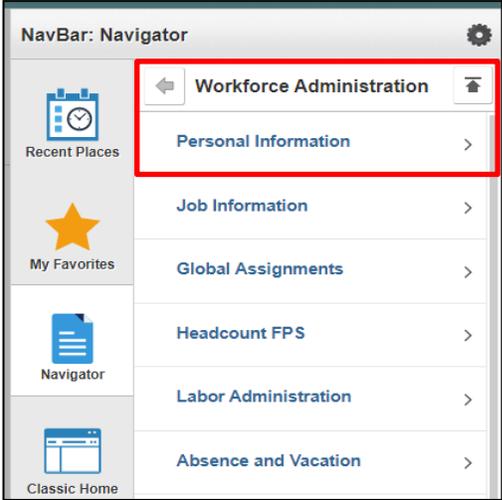
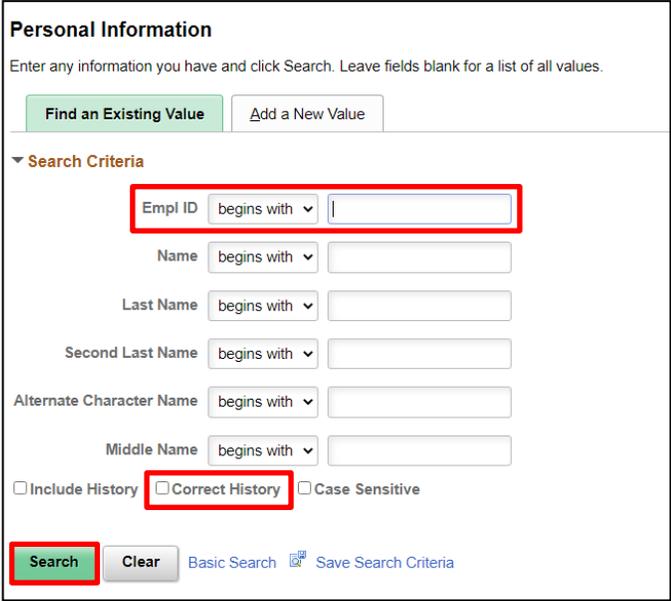
Update Work Email As Primary Contact
Method – Job Aid

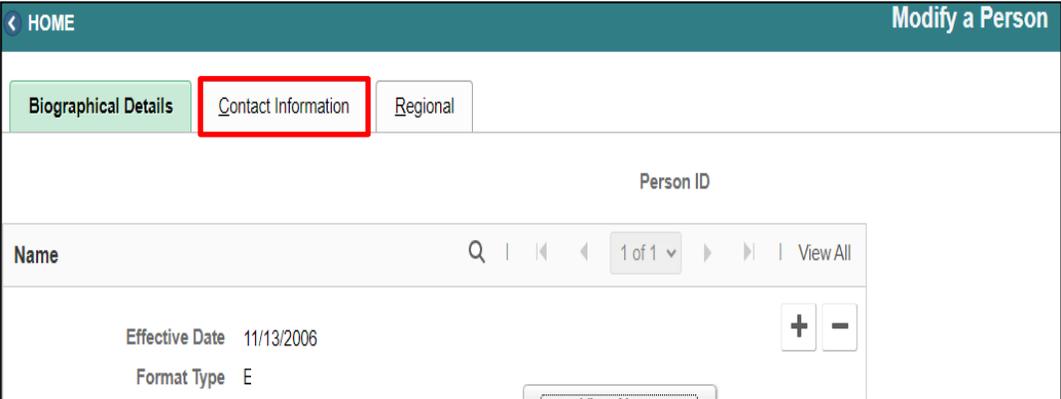
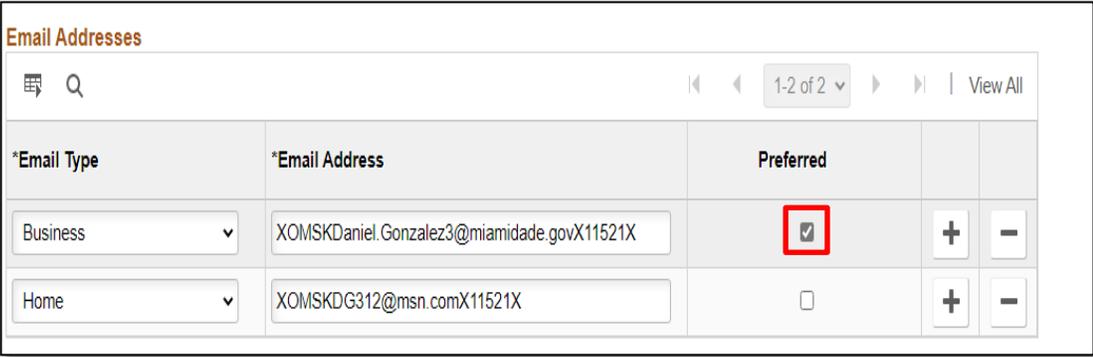
DESCRIPTION

This job aid is for DPRs and Central HR.

The purpose of this job aid is to show the steps for updating the business email as the primary method of contact for employees.

UPDATE WORK EMAIL AS PRIMARY CONTACT METHOD

| Step | Action |
|------|--|
| 1. | <ul style="list-style-type: none">• Log into INFORMS.• Navigation: Navigator > Workforce Administration > Personal Information > Modify Person.  |
| 2. | <ul style="list-style-type: none">• Enter the Empl ID of the employee whose record should be updated.• Check Correct History box.• Click Search.  |

| 3. | <p>Click Contact information tab.</p>  | | | | | | | | | | | | | | | |
|-------------|---|-------------------------------------|----------------|-----------|--|--|----------|--|-------------------------------------|---|---|------|---------------------------|--------------------------|---|---|
| 4. | <ul style="list-style-type: none">• Check the Preferred box for the business email.  <table border="1"><thead><tr><th>*Email Type</th><th>*Email Address</th><th>Preferred</th><th></th><th></th></tr></thead><tbody><tr><td>Business</td><td>XOMSKDaniel.Gonzalez3@miamidade.govX11521X</td><td><input checked="" type="checkbox"/></td><td>+</td><td>-</td></tr><tr><td>Home</td><td>XOMSKDG312@msn.comX11521X</td><td><input type="checkbox"/></td><td>+</td><td>-</td></tr></tbody></table> | *Email Type | *Email Address | Preferred | | | Business | XOMSKDaniel.Gonzalez3@miamidade.govX11521X | <input checked="" type="checkbox"/> | + | - | Home | XOMSKDG312@msn.comX11521X | <input type="checkbox"/> | + | - |
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| Business | XOMSKDaniel.Gonzalez3@miamidade.govX11521X | <input checked="" type="checkbox"/> | + | - | | | | | | | | | | | | |
| Home | XOMSKDG312@msn.comX11521X | <input type="checkbox"/> | + | - | | | | | | | | | | | | |
| 5. | Click Save . | | | | | | | | | | | | | | | |