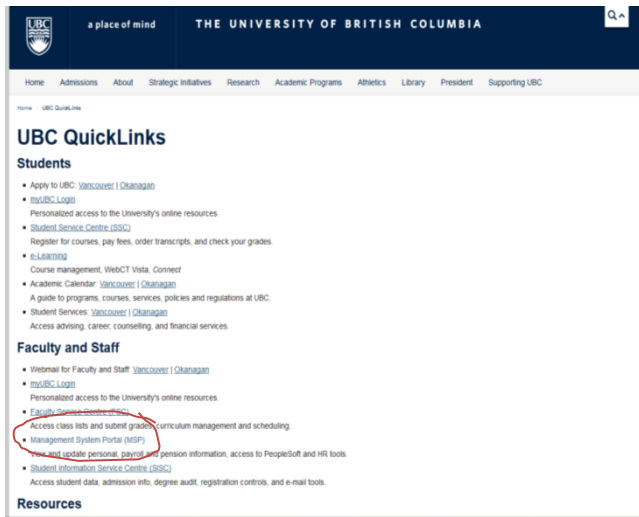


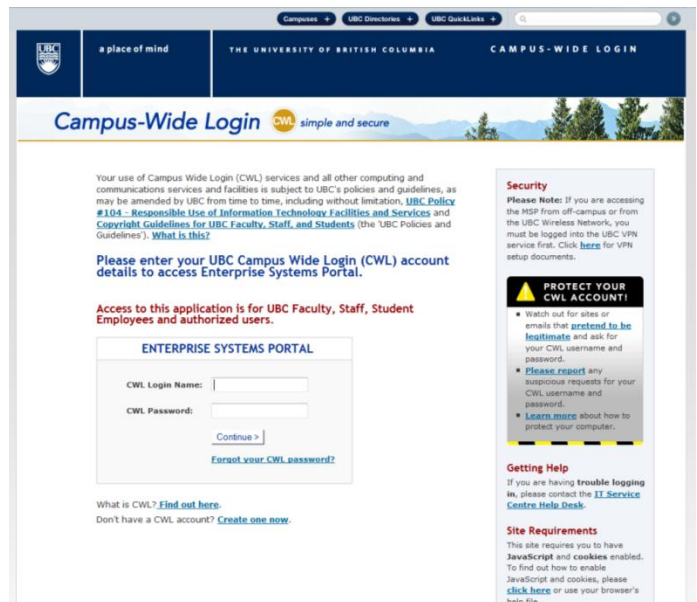
# Updating personal information in the UBC Human Resources database.

Ensure you have set up your Campus Wide Login (CWL) account. Instructions are in your offer letter.

1. Login to your account here:  
<http://www.ubc.ca/quicklinks/>



2. Choose the Management System Portal and you get the screen below. Type in your CWL Login name and password, and click Continue



3. You may be taken to another screen where you choose the Faculty and Staff Self Service radio dial, and finally you will be taken to the screen below. Changing your contact information happens in the middle block on the left.

