My Personal Information

To update your phone number or work address, please log into My Personal Information (MPI) and follow the instructions below.

Update Work Address

To update your office location in MPI:

1. Click Other Misc Information.
2. Under OU Campus Location, click the Update button.
3. To update the building name:
   a. Click on the magnifying glass next to *Building
   b. Enter the building name, or the first few letters of the building name, and then select Go.
   c. If necessary, scroll through the search results using the previous and next links until you locate the appropriate building name.
   d. Click on the Quick Select Icon next to the appropriate building name.

SEARCH TIP: If you do not see your building in the search results, you may leave the building name blank and click Go to navigate through the entire list of buildings. You may also search keywords by using percentage symbols. For example, if searching for %Center%, you will see all building names that contain “Center”.

4. Next, enter your office Room Number
5. Click Apply.
6. Click Next.
7. Review the proposed changes, and then click Submit.

Update Phone Number

To update your phone number in MPI:

1. Click Personal Information.
2. Under Phone Numbers, click the Update button.
3. Enter the updated phone number.
   a. If your phone number has changed, simply type in the new phone number over the existing phone number.
   b. If you need to add an additional phone number, click Add Another Row.
   c. If you need to delete a phone number, click the Trash Can icon for the appropriate line.
4. Select the appropriate Type (Mobile or Cell, Work, Home, etc.) from the drop-down menu.
5. Click Next.
6. Review the proposed changes, and then click Submit.

Questions

If you have questions, please contact the HR Employee Service Center at uhr@ohio.edu or 740-593-1636.