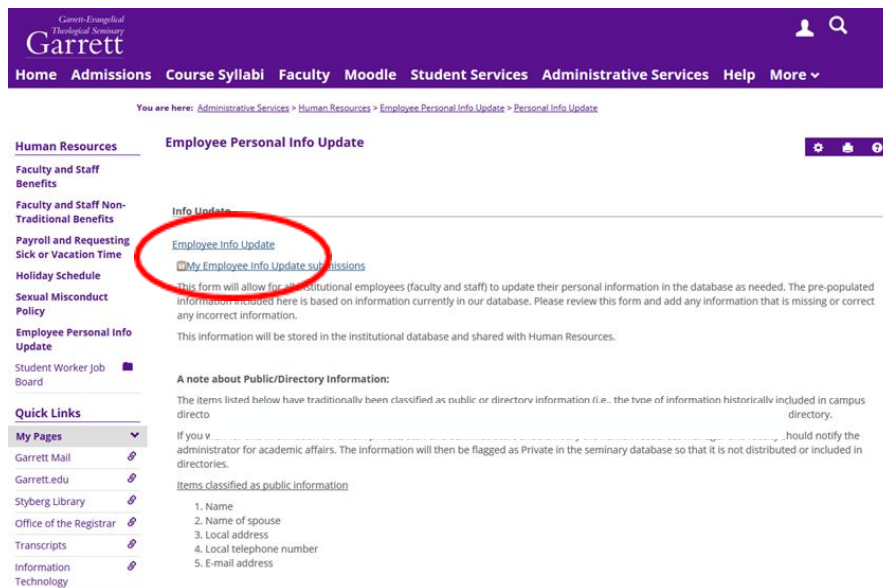# Instructions for Faculty and Staff to Review and Update Your Data in myGETS

By reviewing and updating your information in myGETS, it will be updated in Jenzabar and automatically updated in the Office/Phone Directory.
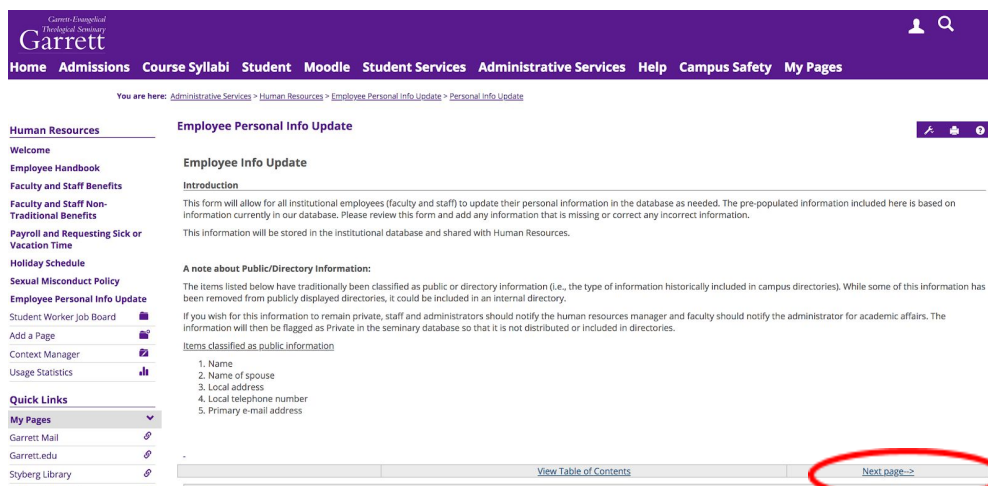
- Please visit the Human Resources section of myGETS and **log in** (https://mygets.garrett.edu/ICS/)
- Select Administrative Services from the top menu bar
- Select Human Resources from the left menu bar
- Then select "Employee Personal Info Update" from the left menu bar

1. The screen below will appear. Select "Employee Info Update" link.

2. Then this page below will appear. After reading that page, select the "Next page" link in the lower right-hand corner.

3. You will then be able to review your personal and demographic data and make edits. Below I have pictured only the top of the page and the bottom of the page. There are multiple fields on this page for you to review and edit. When you get to the bottom of the page, you then select the "Next page" link in the lower right-hand corner.

4. Another page will appear for you to update your contact data. Below I have pictured only the top of the page and the bottom of the page. There are multiple fields on this page for you to review and edit. When you get to the bottom of the page, you then select the "Next page" link in the lower right-hand corner. **BE SURE YOUR OFFICE ROOM NUMBER AND PHONE ARE CORRECT. THIS IS WHAT WILL APPEAR IN THE DIRECTORY.**

5. The following page will appear for you to review your updates and either go back to make further edits, if needed, or if everything is accurate, then submit your update. Below I have pictured only the top of the page and the bottom of the page. All of the data from the following two screens will appear on this page for you to update. **YOU MUST SELECT "SUBMIT" IN ORDER FOR US TO RECEIVE YOUR UPDATE.**