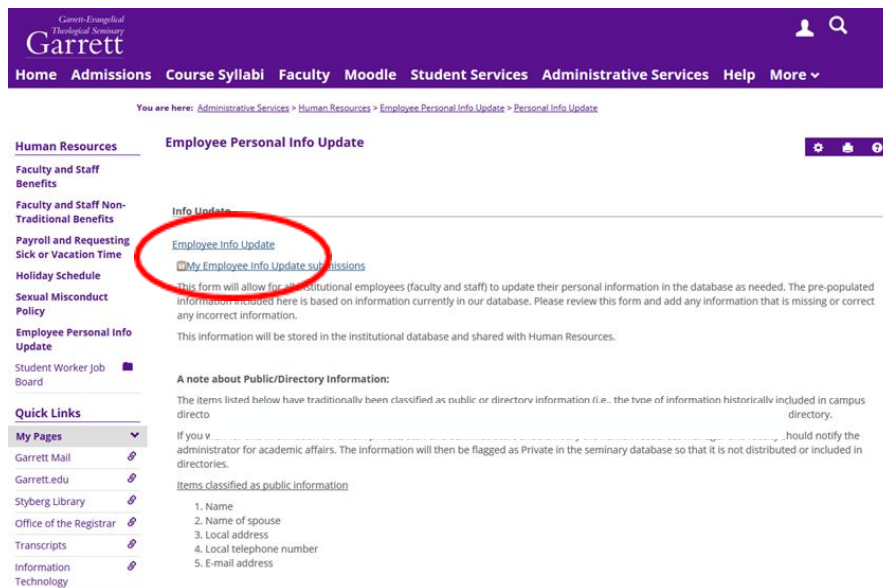


Instructions for Faculty and Staff to Review and Update Your Data in myGETS

By reviewing and updating your information in myGETS, it will be updated in Jenzabar and automatically updated in the Office/Phone Directory.

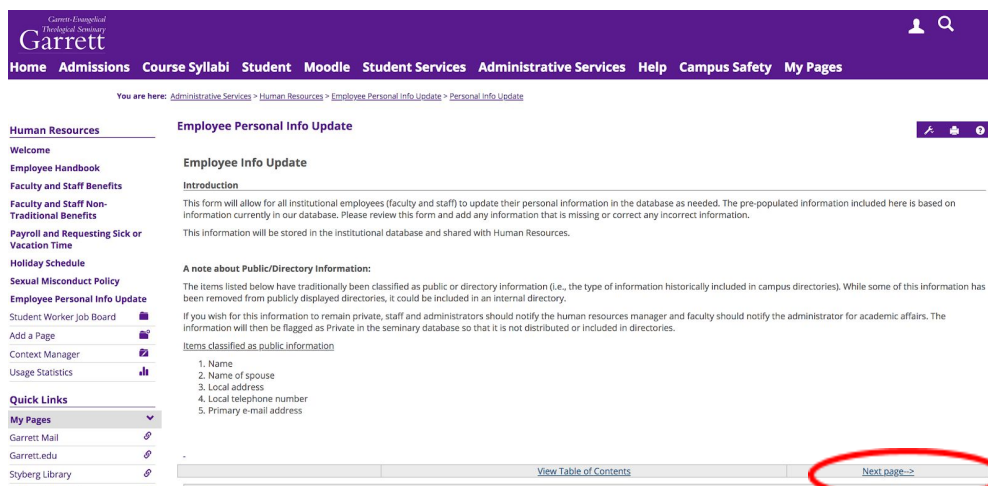
- Please visit the Human Resources section of myGETS and **log in** (<https://mygets.garrett.edu/ICS/>)
- Select Administrative Services from the top menu bar
- Select Human Resources from the left menu bar
- Then select “Employee Personal Info Update” from the left menu bar

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



The screenshot shows the myGETS interface. The top navigation bar includes Home, Admissions, Course Syllabi, Faculty, Moodle, Student Services, Administrative Services, Help, and More. The left sidebar lists various Human Resources categories, with 'Employee Personal Info Update' selected. The main content area is titled 'Employee Personal Info Update' and contains an 'Info Update' section. Within this section, the 'Employee Info Update' link is circled in red. Below this link, there is a description of the form and a list of items classified as public information.

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



The screenshot shows the myGETS interface. The top navigation bar includes Home, Admissions, Course Syllabi, Student, Moodle, Student Services, Administrative Services, Help, Campus Safety, and My Pages. The left sidebar lists various Human Resources categories, with 'Employee Personal Info Update' selected. The main content area is titled 'Employee Personal Info Update' and contains an 'Employee Info Update' section. At the bottom of the page, there is a navigation bar with a 'View Table of Contents' link and a 'Next page ->' link, which is circled in red.

- 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.

Garrett University Logo

Home Admissions Course Syllabi Student Moodle Student Services Administrative Services Help Campus Safety My Pages

You are here: Administrative Services > Human Resources > Employee Personal Info Update > Personal Info Update

Human Resources

Welcome

Employee Handbook

Faculty and Staff Benefits

Faculty and Staff Non-Traditional Benefits

Payroll and Requesting Sick or Vacation Time

Holiday Schedule

Sexual Misconduct Policy

Employee Personal Info Update

Student Worker Job Board

Add a Page

Context Manager

Usage Statistics

Quick Links

My Pages

Garrett Mail

Garrett.edu

Styberg Library

Office of the Registrar

Transcripts

Information Technology

Employee Personal Info Update

Employee Info Update

Section 1: Biographical Info

Page 1 of 2

Personal Information

Please note that Legal Name information is displayed for verification purposes only and cannot be updated via this form. If you find an error with this information or if your legal name has changed, please notify Human Resources and your department administrator immediately.

You will be required to provide documentation of the correct or changed name in order for the information to be updated.

1.Prefix: Ms.

2.First/Given Name: Erin

3.Middle Name/Initial: Moore

4.Last/Family Name: Moore

5.Suffix: Select One

6.Preferred Name: Erin Maximum characters allowed: 30

Your name as you prefer to be addressed. This information is used to personalize internal messages.

7.Last/Family Name at birth (if different from current Last/Family Name) Maximum characters allowed: 30

<--Previous Page View Table of Contents Next page-->

- 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.**

Garrett University Logo

Home Admissions Course Syllabi Student Moodle Student Services Administrative Services Help Campus Safety My Pages

You are here: Administrative Services > Human Resources > Employee Personal Info Update > Personal Info Update

Human Resources

Welcome

Employee Handbook

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Section 2: Contact Info

Page 2 of 2

Contact Information

1.Primary e-mail address: erin.moore@garrett.edu

This is the seminary's primary means of communication with you and is based on your employment information with the seminary. Therefore, this address cannot be updated via this form. If you change your primary e-mail address, please notify the human resources manager if you are staff or administrator or the administrator for academic affairs if you are faculty so that the database can be updated accordingly.

Those with a garrett.edu e-mail address must use that address as their primary e-mail address.

2.Secondary or non-Garrett e-mail address: ebmoorechicago@gmail.com Format: x@x.xx

*Used only in case of an emergency or if you fail to respond to your primary account

3.Mobile phone number: (847) 744-0967 Maximum characters allowed: 18

*Please note that Garrett-Evangelical uses an automated messaging service to notify students and employees in case of campus closures or emergencies. Your mobile number will be included on that notification list as long as you are employed at Garrett-Evangelical.

4.Home phone: (847) 744-0967 Maximum characters allowed: 18

Legal mailing address

Legal mailing address:

Used for any official communications sent via physical mail.

<--Previous Page View Table of Contents Next page-->

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.**

Garrett
Evangelical
Theological Seminary

Home Admissions Course Syllabi Student Moodle Student Services Administrative Services Help Campus Safety My Pages

You are here: Administrative Services > Human Resources > Employee Personal Info Update > Personal Info Update

Human Resources

- Welcome
- Employee Handbook
- Faculty and Staff Benefits
- Faculty and Staff Non-Traditional Benefits
- Payroll and Requesting Sick or Vacation Time
- Holiday Schedule
- Sexual Misconduct Policy
- Employee Personal Info Update
- Student Worker Job Board
- Add a Page
- Context Manager
- Usage Statistics

Quick Links

My Pages

- Garrett Mail
- Garrett.edu
- Styberg Library
- Office of the Registrar
- Transcripts
- Information Technology
- Help

Employee Personal Info Update

Employee Info Update

Review and Submit
Please take a moment to review your responses. You can make changes by going back into the form via the provided links of the table of contents. If everything is satisfactory, submit the form using the submit button at the bottom of the screen.

Biographical Info

Personal Information
Please note that Legal Name information is displayed for verification purposes only and cannot be updated via this form. If you find an error with this information or if your legal name has changed, please notify Human Resources and your department administrator immediately.

You will be required to provide documentation of the correct or changed name in order for the information to be updated.

1. Prefix: Ms.

2. First/Given Name: Erin

3. Middle Name/Initial:

4. Last/Family Name: Moore

5. Suffix:

6. Preferred Name: Erin
Your name as you prefer to be addressed. This information is used to personalize internal messages.

7. Last/Family Name at birth (if different from current Last/Family Name)

Submit Your Form
If everything above is as you would like it, please submit your form using this button.

Submit Form