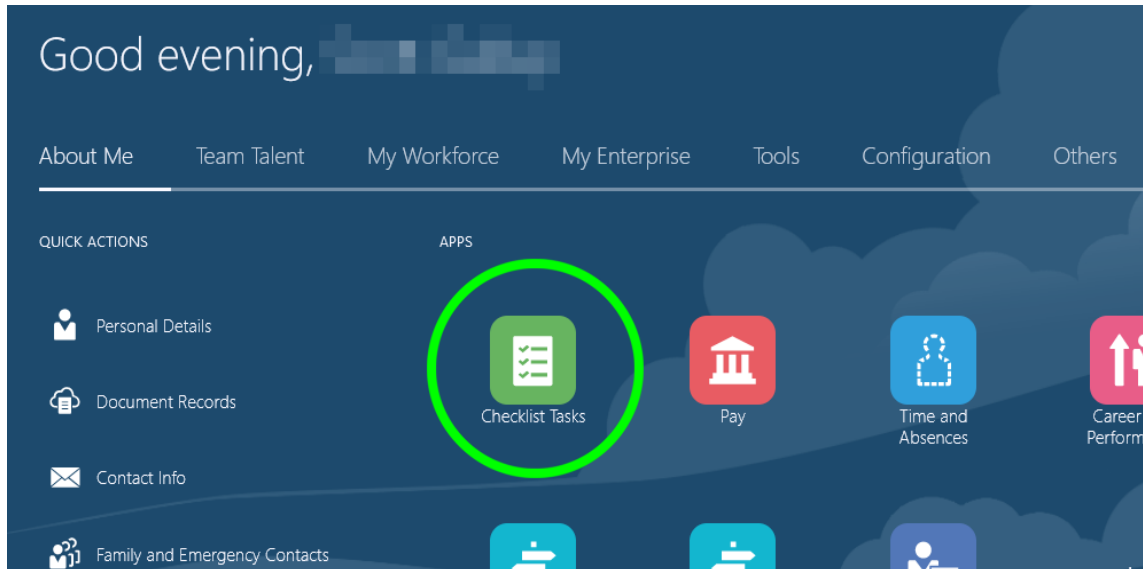
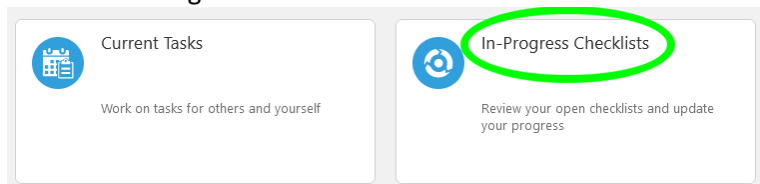


How To Use the “Update Your Personal Info in myHR” Journey

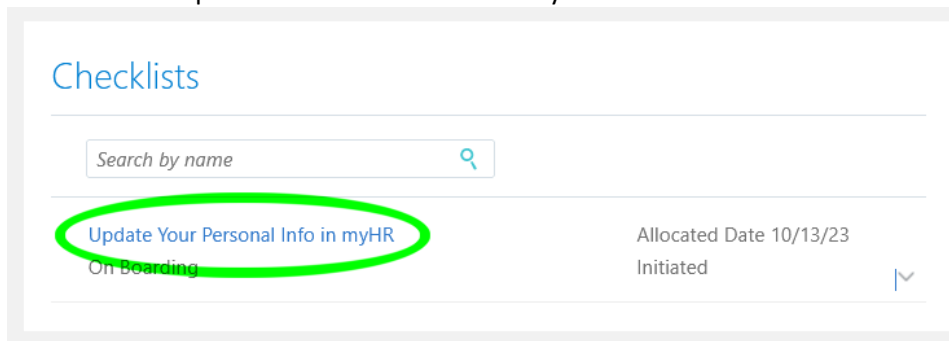
When you receive the email notification that you have a journey to complete, please follow its link to login to myHR. Once there, navigate to About Me and click the Checklist Tasks icon.



Click the In-Progress Checklists tile.



Click the link “Update Your Personal Info in myHR”.



You'll see a screen showing the three tasks to verify and update your personal information.

Checklist Name	Checklist Category
Update Your Personal Info in myHR	On Boarding
Required Tasks Completed	Overdue Tasks
0/3	0

My Tasks

Actions ▾

Verify and Update Your Personal Information 1
Required

Verify and Update Your Emergency Contacts 2
Required

Verify and Update Your Identification Information 3
Required


Click the first task, "Verify and Update Your Personal Information." Click the Go To Task button.

The screenshot shows the user interface for the task "Verify and Update Your Personal Information". At the top left is the Creighton University logo. The page title is "Verify and Update Your Personal Information". In the top right corner, there are two buttons: "Go to Task" and "Complete". The "Go to Task" button is circled in green. Below the header is a "Next Steps" section with the following instructions:

1. If you haven't yet reviewed your personal information please click the Go To Task button at upper right to begin.
2. If you have reviewed your personal information please click the Complete button at upper right to complete this task.

If you have any questions please contact the HR Front Desk at (402) 280-2709.

Review your information and click the pencil to make changes.


Personal Details
Scott Galtup

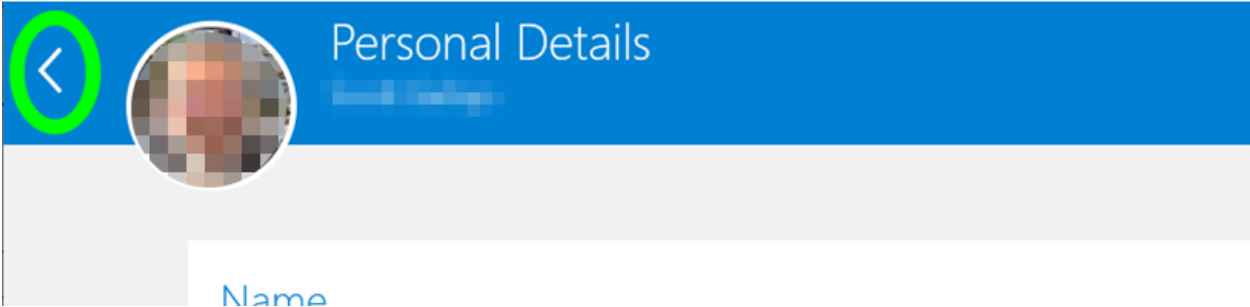
Name ^

Start Date 9/14/23	Middle Name [Redacted] ✎
Last Name [Redacted]	Preferred Name
First Name [Redacted]	Employee Formal Salutation [Redacted]
Title Mr.	

Demographic Info ^

Country United States	Start Date 9/11/23 ✎
Ethnicity <input checked="" type="checkbox"/> [Redacted]	Gender Male
Select the races you identify with.	Highest Education Level Bachelor Degree
	Veteran Self-Identification Status Not a Protected Veteran

When you're done click the back arrow to return to the main checklist page.



Click In Progress Checklists to see the next task.

Checklist Tasks



Current Tasks

Work on tasks for others and yourself



In-Progress Checklists

Review your open checklists and update your progress



Completed Checklists

View your completed checklists

Click the Creighton Update Your Personal Info item.

Checklists

Search by name



[Update Your Personal Info in myHR](#)

On Boarding

Allocated Date 10/13/23

Initiated



Click the task you were just in.

Checklist Name Update Your Personal Info in myHR	Checklist Category On Boarding
Required Tasks Completed 0/3	Overdue Tasks 0

My Tasks

- Actions ▾
- Verify and Update Your Personal Information** Required ⋮
- Verify and Update Your Emergency Contacts Required ⋮
- Verify and Update Your Identification Information Required ⋮

Click the Complete button.

Verify and Update Your Personal Info... Go to Task **Complete** Actions ▾

Contact Info

Name	[Redacted]	Email	[Redacted]@creighton.edu
Due By	9/19/23	Phone	1-402-280-5185

Note that you have now completed 1 of 3 tasks.

Please repeat the above steps for the remaining two tasks. Once all three tasks are marked as complete the checklist will be moved from your In-Progress Checklists tile to your Completed Checklists tile and you are finished.

Thanks for taking the time to keep your information in myHR up to date!