

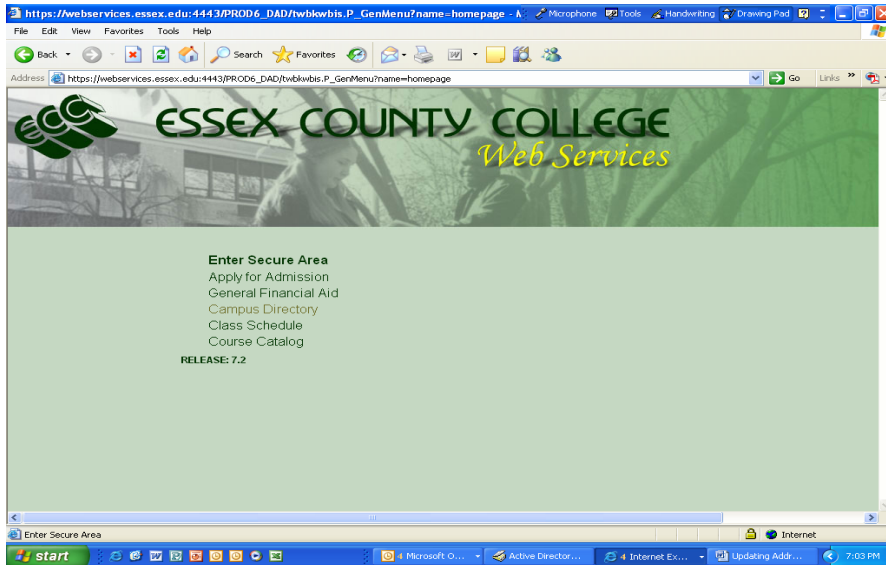
Updating Address(es) and Phone(s) in Webservices

Created by Information Technology
Essex County College

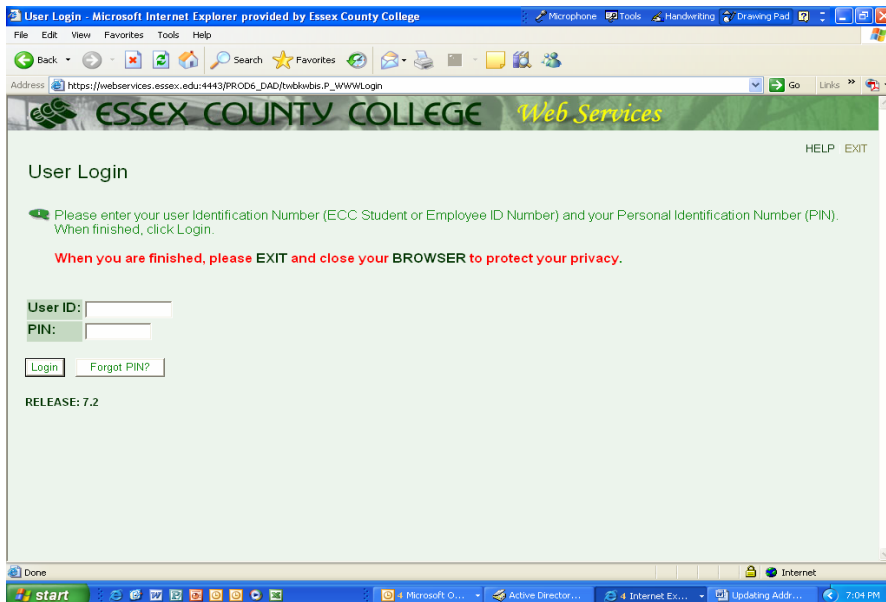
Last Updated: 4/25/2006

Go to <http://webservices.essex.edu>

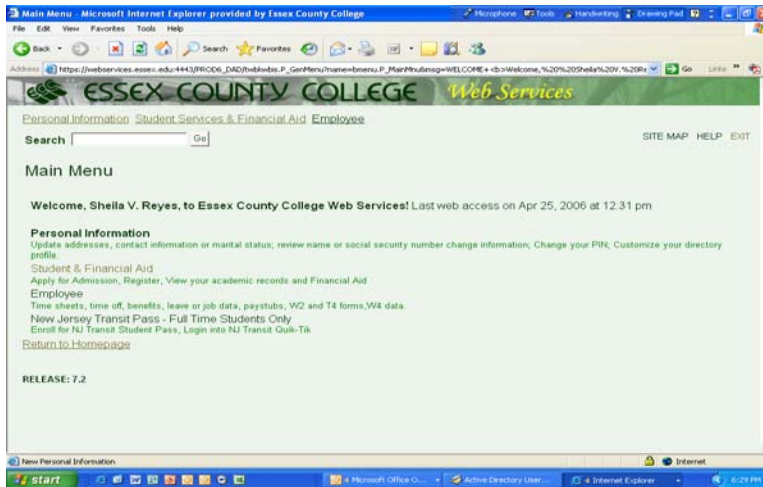
Click on **Enter Secure Area**



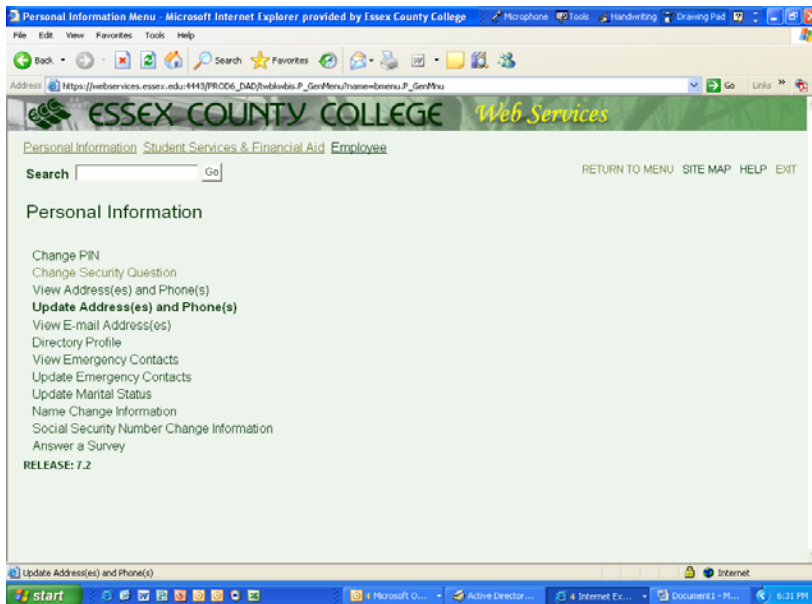
Login using your **Employee ID Number** and **PIN**



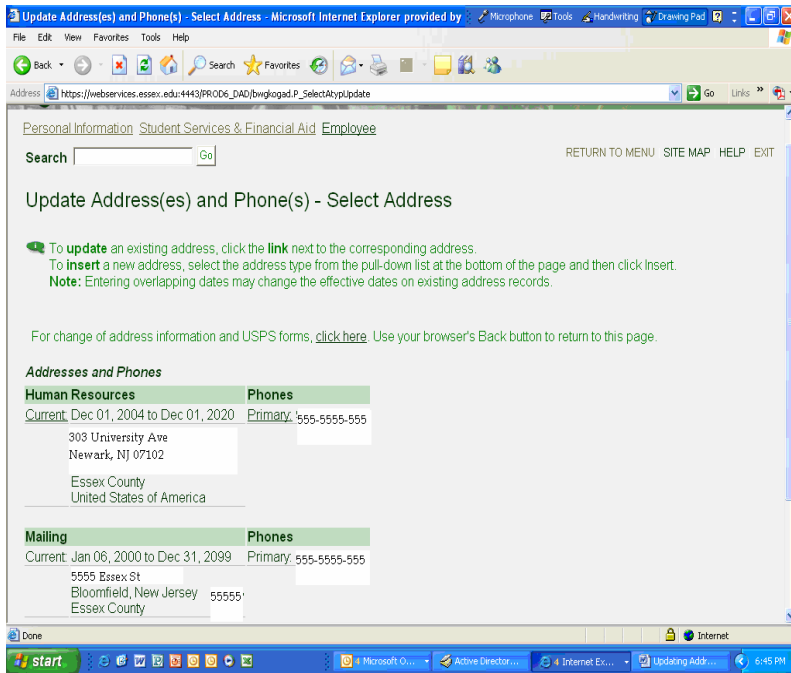
Click on **Personal Information**



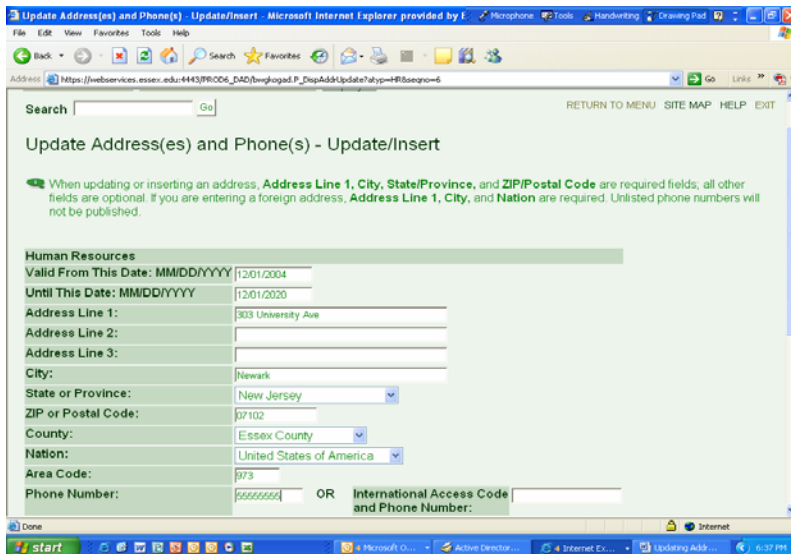
Click on **Update Address (es) and Phone(s)**



Click on **Current** (under Human Resources address)



Enter all the information required for the change of address



Click on **Submit**

Update Address(es) and Phone(s) - Update/Insert - Microsoft Internet Explorer provided by E... Microphone Tools Handwriting Drawing Pad

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail

Address: https://webservices.essex.edu:4443/PROD6_DAD/bwkgogad.P_DispatchUpdate?atyp=HR&seqno=6

City: Newark

State or Province: New Jersey

ZIP or Postal Code: 07102

County: Essex County

Nation: United States of America

Area Code: 973

Phone Number: 5555555 OR International Access Code and Phone Number: _____

Extension: _____

Unlisted in Web Directory:

Delete this Address:

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>

Submit Reset

Select a Different Address to Update

Done Internet