

Note: My Public information refers to information about you that other **employees** can see such as your: title, phone number, email address, work location, etc.

This information is **not** accessible to anyone outside of the organization and is **not** considered sensitive

1. Select **Me** to display your employee functions
2. Click **Directory**

Good morning, Arya Stark!

Me My Team My Client Groups Benefits Administration Risk Management Sales Service

QUICK ACTIONS APPS

Personal Details Document Records Identification Info Contact Info Family and Emergency Contacts

Directory Onboarding Checklist Tasks Pay Time and Absences Career and Performance Personal Information Learning

The screenshot shows a user interface for an Employee Self-Service (ESS) system. At the top, it says "Good morning, Arya Stark!". Below this is a navigation bar with several options: "Me", "My Team", "My Client Groups", "Benefits Administration", "Risk Management", "Sales", and "Service". The "Me" option is highlighted with a red box. Below the navigation bar, there are two columns of icons representing different functions. The left column is labeled "QUICK ACTIONS" and includes "Personal Details", "Document Records", "Identification Info", "Contact Info", and "Family and Emergency Contacts". The right column is labeled "APPS" and includes "Directory", "Onboarding", "Checklist Tasks", "Pay", "Time and Absences", "Career and Performance", "Personal Information", and "Learning". A red arrow points from the "Me" option in the navigation bar to the "Directory" app icon in the "APPS" column. The "Directory" app icon is also highlighted with a red box.

3. Click the **My Public Info** tile

Enter person name, email, business title, or person number to search for the person.

Search for a Person 

 My Organization Chart

 My Public Info

The image shows a screenshot of a web application interface. At the top, there is a dark blue header with white text that reads 'Enter person name, email, business title, or person number to search for the person.' Below this is a white search input field with the placeholder text 'Search for a Person' and a small blue downward-pointing arrow on the right side. The main content area has a light gray background and contains two white rectangular tiles. The left tile is labeled 'My Organization Chart' and features a green circular icon with a white organizational chart symbol. The right tile is labeled 'My Public Info' and features a green circular icon with a white person silhouette and a document symbol. This 'My Public Info' tile is highlighted with a red rectangular border.

4. Begin by reviewing the content in each section
5. Click the **down arrows** to expand the sections if necessary

The screenshot displays a user profile page with the following sections:

- Public Message:** Contains a message icon and the text "There's nothing here so far." with a "+ Add" button.
- Contact Info:** Contains an "Edit" button and the following details:
 - Work Email:** cmhatest20+stark@gmail.com
 - Local Time:** Mon 12:06 PM (EST)
 - Location:** Jolly
 - Work Address:** 812 E Jolly Rd, Lansing, MI 48910, Ingham, United States
- About Me:** Contains a message icon and the text "There's nothing here so far." with a "+ Add" button.
- Favorite Links:** Contains a message icon and the text "There's nothing here so far." with a "+ Add" button.
- Managers and Directs:** Features a down arrow icon.
- Representatives:** Features a down arrow icon.

The down arrows for "Managers and Directs" and "Representatives" are highlighted with a red box.

6. Add or Edit your public information as desired

Note: Information in the **Managers & Directs** and **Representatives** sections is read only and can't be edited

End of Procedure

Public Message

There's nothing here so far.

Contact Info

Work Email
cmhatest20+stark@gmail.com

Local Time
Mon 12:06 PM (EST)

Location
Jolly

Work Address
812 E Jolly Rd
Lansing, MI 48910
Ingham
United States

About Me

There's nothing here so far.

Favorite Links

There's nothing here so far.

Managers and Directs

Representatives