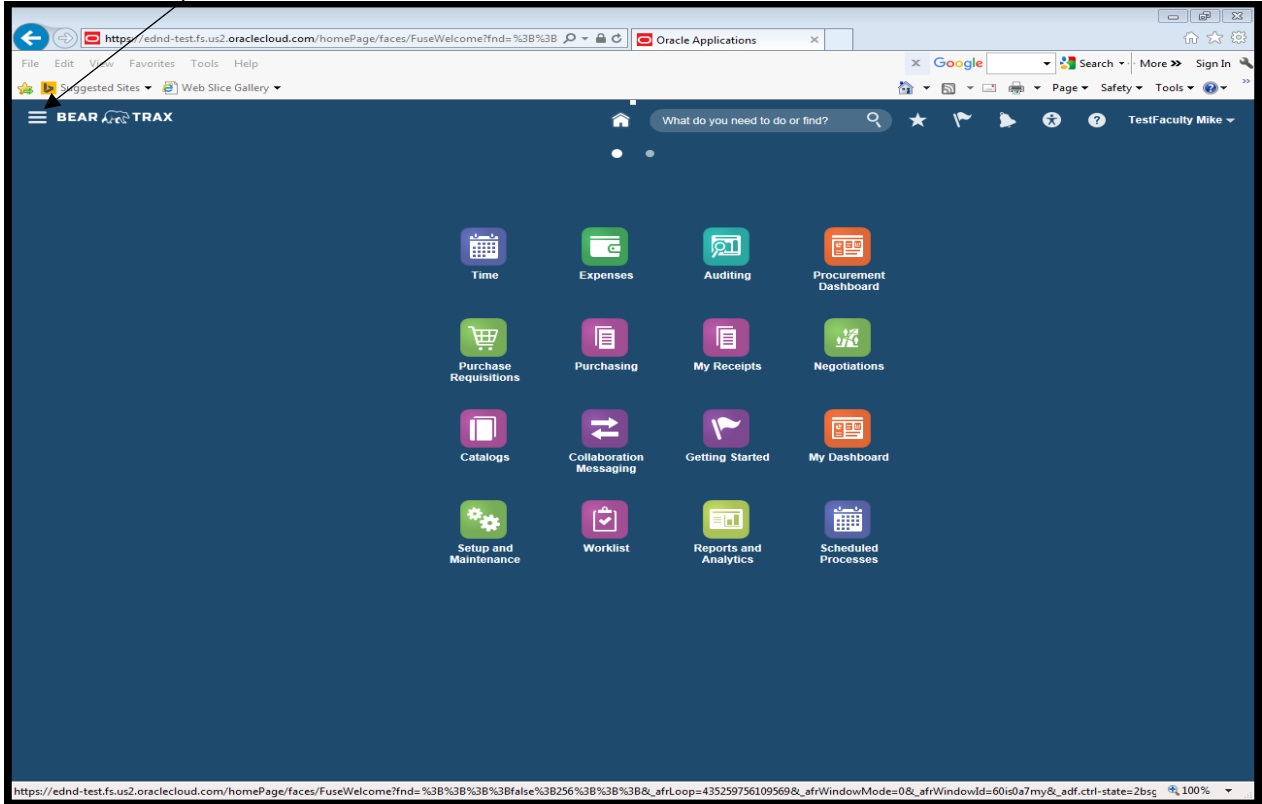
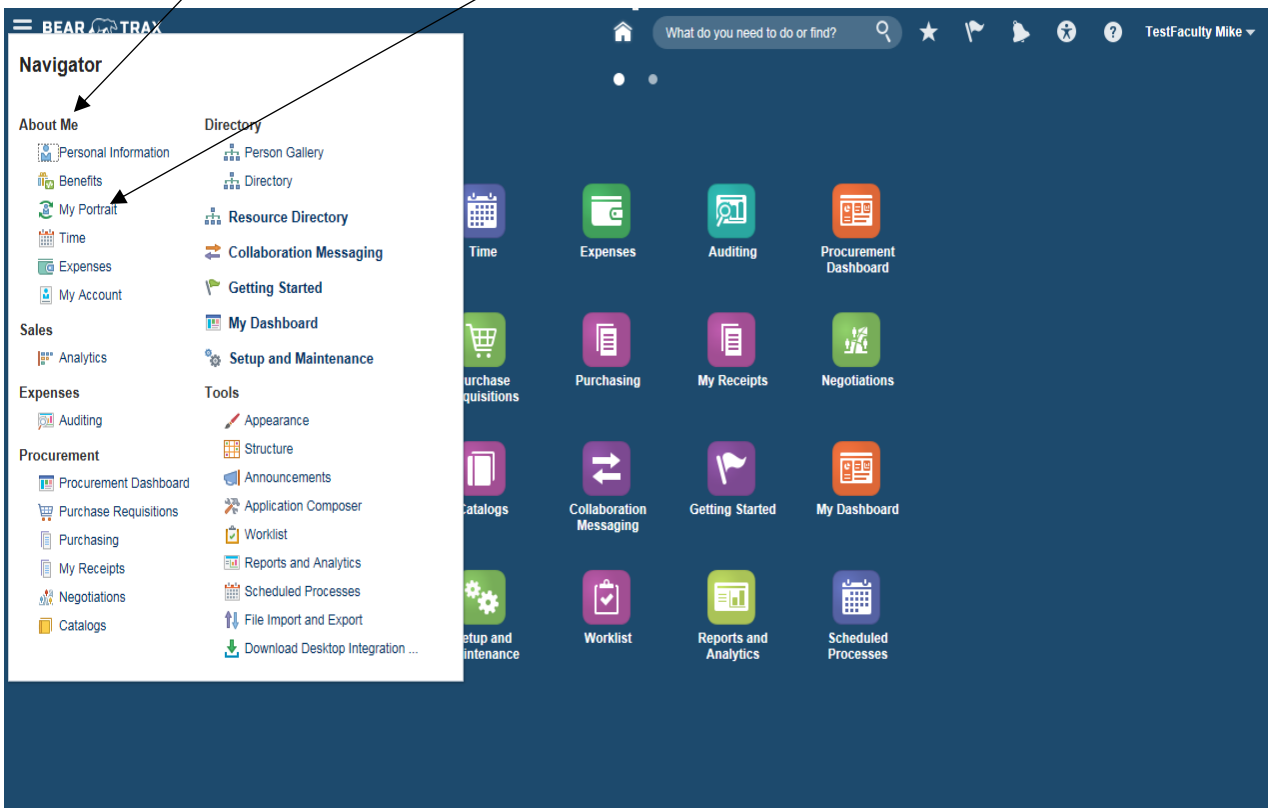


How to review and update your contact information In Bear Trax

1. Click on the Navigator button from your Bear Trax homepage.



2. Under the About Me section click on My Portrait.



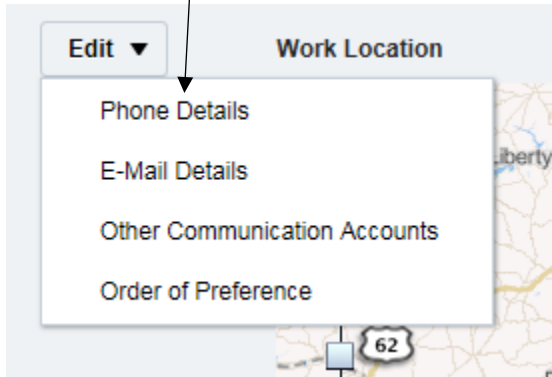
3. Click on Contact Information.

The screenshot shows the BEAR TRAX interface for a user named TestFaculty Mike. The top navigation bar includes the BEAR TRAX logo, a search bar with the text "What do you need to do or find?", and several utility icons. Below the navigation bar, the "Person Gallery" section is visible, with tabs for "Search", "Organization Chart", and "My Portrait". The "My Portrait" tab is active, displaying a profile for TestFaculty Mike. The profile includes a placeholder for a photo, a job title "Adjunct Faculty, Fine, Digital, & Performing Arts", a department "AA-CAS-Fine, Digital & Performing Arts", a manager "TestChair Julia", and a hire date of "01/02/2017". A list of actions is provided, including "View Payslip", "Manage Absence Records", "Change Marital Status", "Manage Document Records", and "Manage Personal Contributions". The main content area is divided into several sections: "Contact Information" (with an "Edit" button), "Communication Methods", "Phones", "E-Mail Details", "Contact Points", "Work Address" (945 4th St, PORTSMOUTH, OH 45662, UNITED STATES), "Building", "Floor", "Mail Stop", "Office Number", and "Manager" (TestChair Julia). A map titled "Work Location" shows the location of Portsmouth, Ohio, with various roads and landmarks labeled. The "Contact Information" tab is highlighted with a yellow glow, and an arrow points to it from the instruction above.

4. Review your contact information on the screen. If you need to update your Phone or Email address, click the EDIT button.

This screenshot is similar to the one above, showing the BEAR TRAX interface for TestFaculty Mike. The "Contact Information" tab is selected and highlighted with a yellow glow. An arrow points to the "Edit" button next to the "Communication Methods" section. A dropdown menu is open, showing options: "Phone Details", "E-Mail Details", "Other Communication Accounts", and "Order of Preference". The rest of the interface, including the profile information and the "Work Location" map, remains the same as in the previous screenshot.

5. Click on Phone Details to update your Phone Numbers.



6. To add your work phone number in Bear Trax click the + sign to add a phone number.

Edit Phone Details

View ▼ Format ▼ + X ↵ Wrap

	Primary * Type	Country Code	Area Code * Number	Extension	From Date	To Date
No data to display.						

Save and Close Cancel

The Edit Phone Details box will appear with a Check mark in the Primary field. If you enter two or more phone numbers you can designate only one of them as your primary number.

Edit Phone Details

View ▼ Format ▼ + X ↵ Wrap

	Primary * Type	Country Code	Area Code * Number	Extension	From Date	To Date
	<input checked="" type="checkbox"/>	▼	▼		08/10/2017	

Save and Close Cancel

Next, click the Type drop down box and select the type of phone number you are entering. We will select Work Phone.

Edit Phone Details

View ▾ Format ▾ + × ↶ Wrap

	Primary	* Type	Country Code	Area Code	* Number	Extension	From Date	To Date
	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Home Fax Home Mobile Phone Home Phone Other Pager Second Home Phone Second Work Phone Third Home Phone Third Work Phone Work Fax Work Mobile Phone Work Phone 					08/10/2017	

Save and Close Cancel

Enter United States 1 for the Country Code and then press the tab button to advance to the Area Code. Enter 740 as the area code and press tab. Enter your seven digit phone number then press tab. No extension is required. Click Save and close to complete the record.

Edit Phone Details


View ▾ Format ▾ + × ↶ Wrap


	Primary	* Type	Country Code	Area Code	* Number	Extension	From Date	To Date
	<input checked="" type="checkbox"/>	Work Phone	United State	740	351-3248		08/10/2017	

Save and Close Cancel


You will be taken back to the contacts page and your work phone number will display on the screen as shown below.

TestFaculty Mike






Activities and Interests



Availability



Benefits

Job Adjunct Faculty, Fine, Digital, & Performing Arts

Department AA-CAS-Fine, Digital & Performing Arts


Manager TestChair Julia

Hire Date 01/02/2017

Contact Information

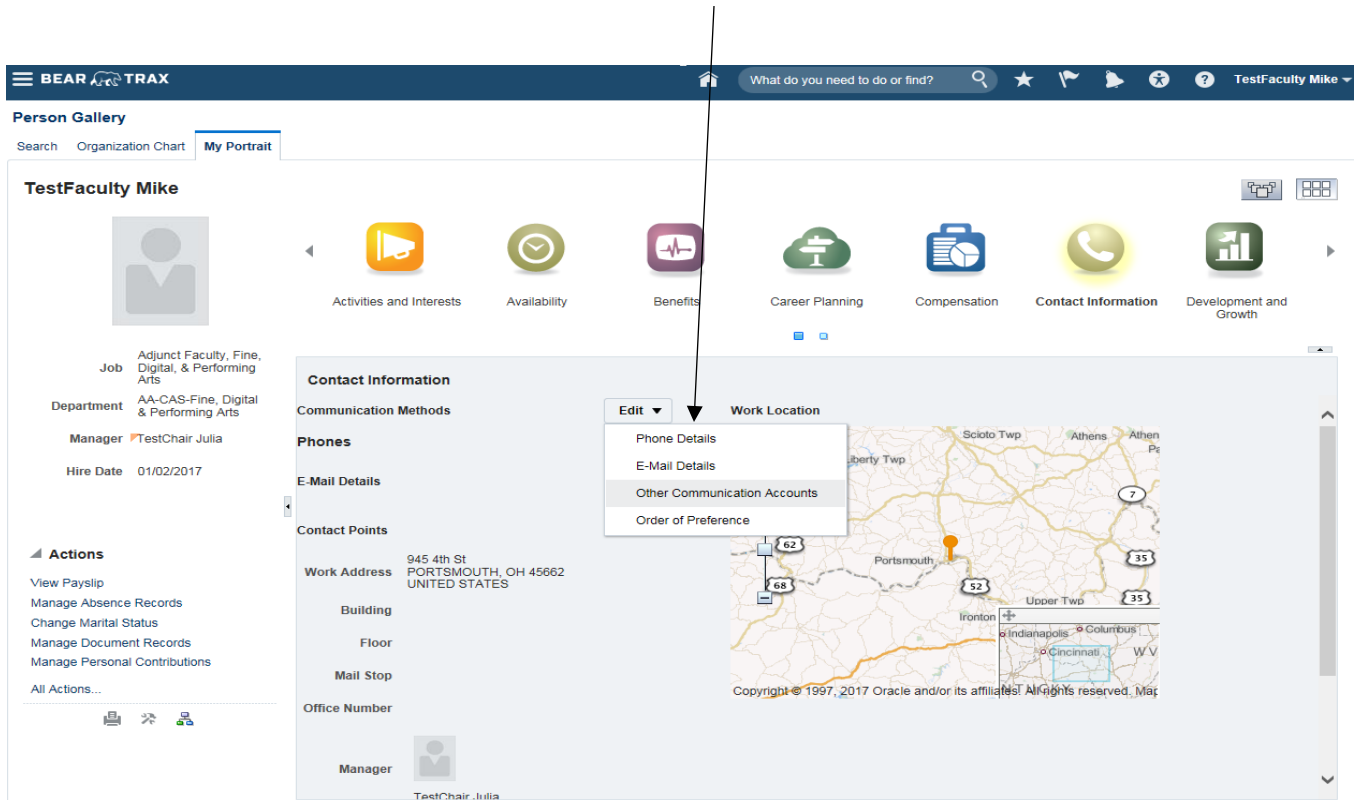
Communication Methods Edit ▾

Phones

Work Phone 1-740-351-3248 ✔ 

E-Mail Details

7. If you need to update a phone number click the Edit button and select Phone Details.



Following the directions from step number 6, update the information as needed and click save and close.

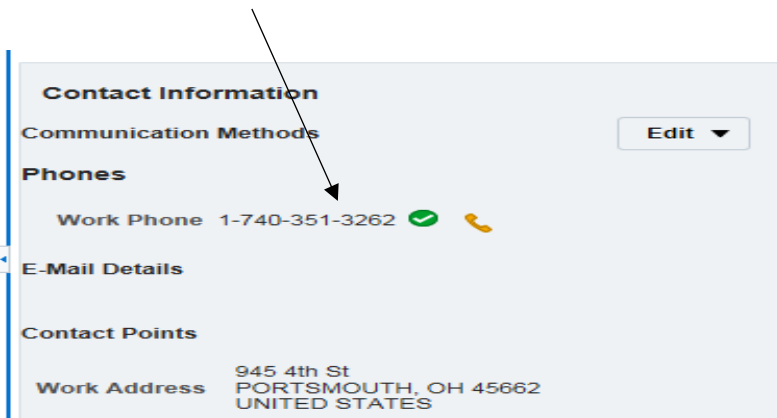
Edit Phone Details

View ▼ Format ▼ + X ↶ Wrap

Primary	Type	Country Code	Area Code	Number	Extension	From Date	To Date
<input checked="" type="checkbox"/>	Work Phone	United State	740	351-3248		08/10/2017	

Save and Close Cancel

You will be taken back to the contacts page and your work phone number should appear on the screen as shown below.



8. To Add your work email address, click on the Edit button and select E-Mail Details.

To Add your work email address, click the + sign to add a record.

Edit E-Mail Addresses

View ▼ Format ▼ + ✕

	Primary	* Type	* E-Mail	From Date	To Date
No data to display.					

Save and Close Cancel

If you are adding your first email address the Primary field will automatically be checked. Click on the Type field and select Work E-Mail

Edit E-Mail Addresses

View ▼ Format ▼ + ✕

	Primary	* Type	* E-Mail	From Date	To Date
	<input checked="" type="checkbox"/>	Work E-Mail		08/10/2017	

Save and Close Cancel

Now enter YOUR Shawnee State Email address then click Save and Close.

Edit E-Mail Addresses

View ▼ Format ▼ + ✕

Primary	* Type	* E-Mail	From Date	To Date
<input checked="" type="checkbox"/>	Work E-Mail ▼	beartrax@shawr	08/10/2017 📅	📅

You will be taken back to the contacts page and your Work Email should appear on the screen as shown below.

Contact Information

Communication Methods

Phones

Work Phone 1-740-351-3262 ✓ 📞

E-Mail Details

Work E-Mail beartrax@shawnee.edu ✓

Contact Points