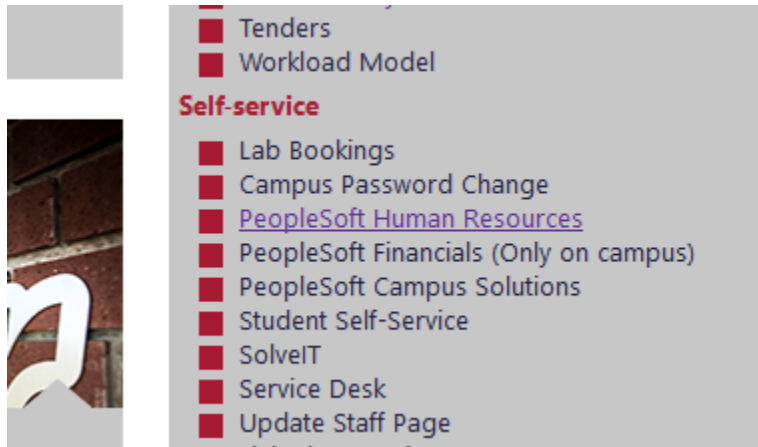
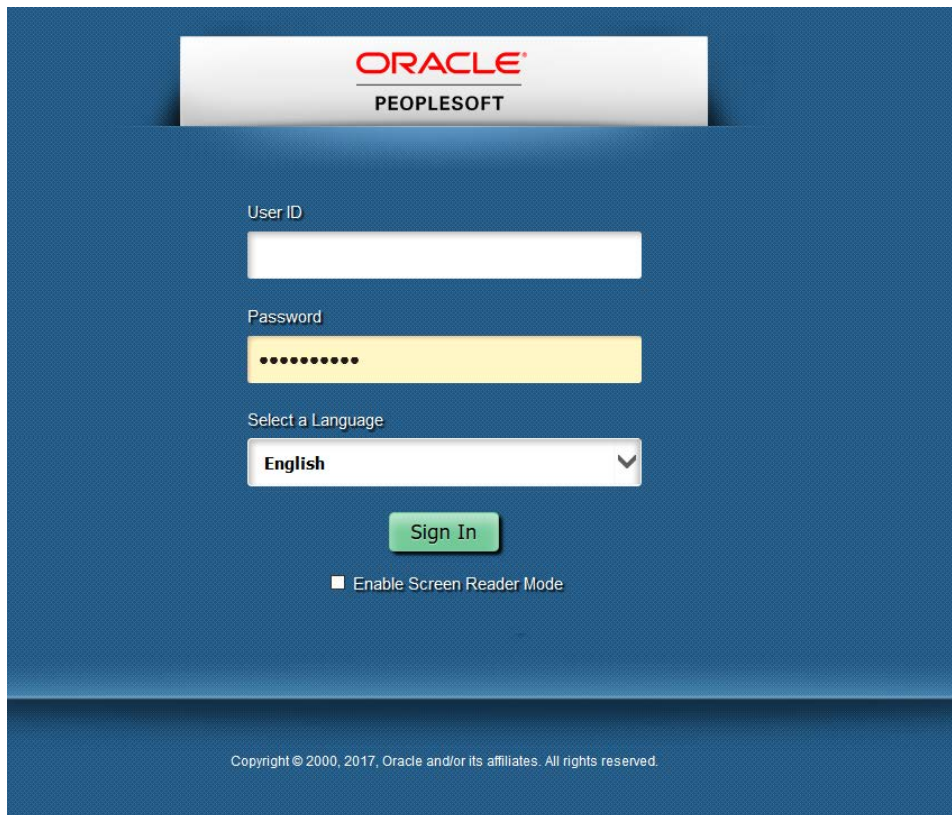


How to change or add your cellphone number on PeopleSoft HR

- 1) Open the UFS Intranet: <https://intranet.ufs.ac.za/Pages/StaffIntranet.aspx>
- 2) Click on *PeopleSoft Human Resources* under **Quick links** on the right of your screen.



- 3) Insert your UFS credentials on the Oracle PeopleSoft landing page and click on *Sign In*.

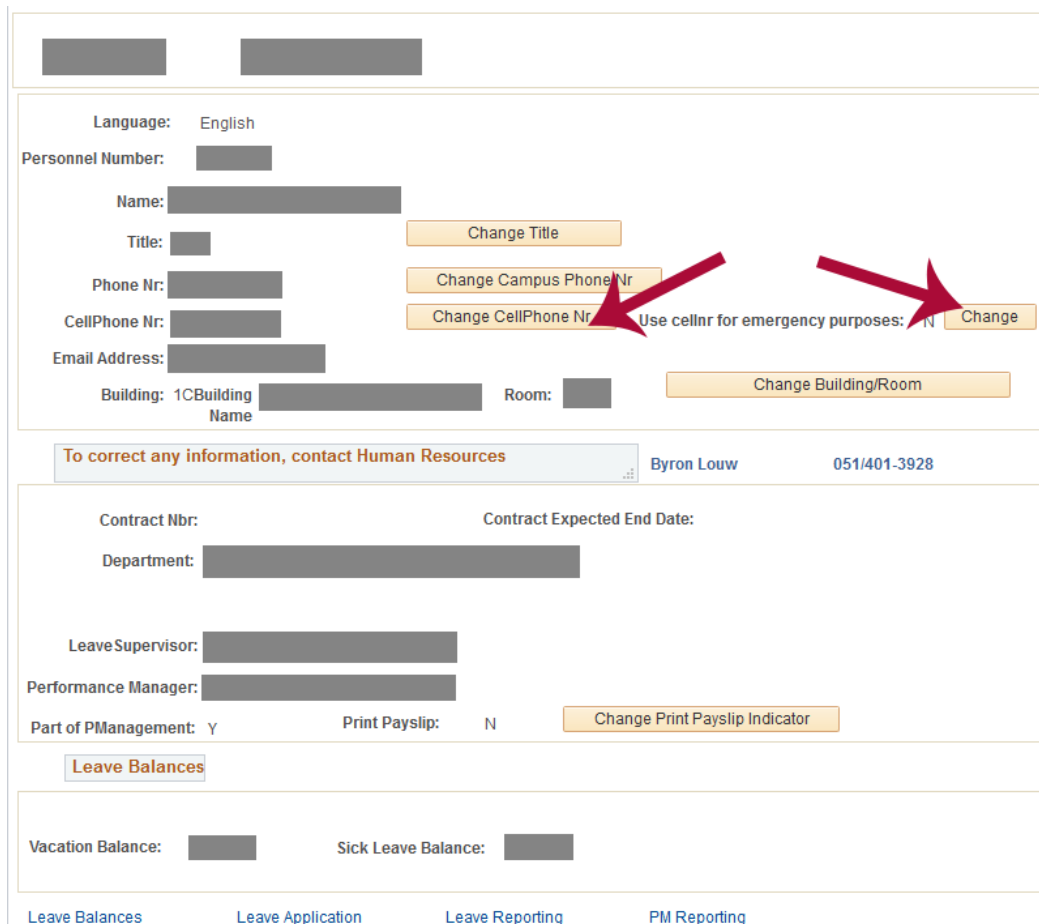


A screenshot of the Oracle PeopleSoft login page. The page has a dark blue background. At the top, there is a white box with the 'ORACLE' logo in red and 'PEOPLESOFT' in black below it. Below the logo, there are three input fields: 'User ID' (a white box), 'Password' (a yellow box with black dots), and 'Select a Language' (a white dropdown menu with 'English' selected and a downward arrow). Below these fields is a green 'Sign In' button. At the bottom of the page, there is a small checkbox labeled 'Enable Screen Reader Mode' and a copyright notice: 'Copyright © 2000, 2017, Oracle and/or its affiliates. All rights reserved.'

4) Click on the *Classic Home* block.



5) Change or update your cellphone number by clicking on 'Change CellPhone Nr'.



The screenshot displays a staff profile page with various fields and buttons. Two red arrows point to the 'Change CellPhone Nr' button. The page includes the following elements:

- Language: English
- Personnel Number: [Redacted]
- Name: [Redacted]
- Title: [Redacted] [Change Title](#)
- Phone Nr: [Redacted] [Change Campus Phone Nr](#)
- CellPhone Nr: [Redacted] [Change CellPhone Nr](#)
- Use cellnr for emergency purposes: [Change](#)
- Email Address: [Redacted]
- Building: 1CBuilding [Redacted] Room: [Redacted] [Change Building/Room](#)
- [To correct any information, contact Human Resources](#) Byron Louw 051/401-3928
- Contract Nbr: [Redacted] Contract Expected End Date: [Redacted]
- Department: [Redacted]
- Leave Supervisor: [Redacted]
- Performance Manager: [Redacted]
- Part of PManagement: Y Print Payslip: N [Change Print Payslip Indicator](#)
- [Leave Balances](#)
- Vacation Balance: [Redacted] Sick Leave Balance: [Redacted]
- Navigation links: [Leave Balances](#) [Leave Application](#) [Leave Reporting](#) [PM Reporting](#)

- 6) The following window will open on your screen (below). Click on 'Add/Change CELL Phone Number' to edit/insert your number.

Personal Info Review (ZA)

CELL Phone Information

Phone Numbers	
Phone Type	Phone Number
Cellular	

Add/Change CELL Phone Number

- 7) The following window will then open (below). Insert your number in the *Phone Number* block and click on save.

Personal Info Review (ZA)

CELL Phone Information

Phone Numbers	
Phone Type	Phone Number
Cellular	<input type="text"/>

Save

INFORMATION(The number must be in the following format):

SOUTH AFRICAN Number:

- 1) Start with '0'
- 2) There must be 10 digits
- 3) Please do not include special characters, like '(', '-' etc
i.e. 0841234567

INTERNATIONAL Number:

- 1) Start with the code, i.e '+1' for the United States
- 2) Please do not include special characters, like '(', '-' etc
i.e. +1841234567

- 8) Optional: You can also mark your cellphone number as the emergency contact.