



## QUICK GUIDE

### Update Personal Information and Updating of Personal Information

#### 1. Pre requisite

- UP mail account (requested from OVPA/HRIS Team)
- Person Record

#### 2. Log in to <https://uis.up.edu.ph>

- Enter UIS credentials (username and password) > Login button

#### 3. UIS Home Page > Main Menu

- UP Employee Self Service > Employee Information > Personal Information and Family Background > Personal Information

#### 4. Update Personal Information

##### Update Basic Details

- Click the Add/Update button
- Choose
  - Correct or complete the current details.
  - Enter new information because of a real change to the current details (e.g. because of a change in marital status)
- Click the Next button
- Fill up all text fields especially \* indicate field
- Click the Next button

##### Personal Information: Review

Note: Review your changes and, if needed, attach supporting documents.

- Click the Submit button

##### Confirmation

Note: Your changes have been saved.

- Click the Return to Overview button



### Update Phone Numbers

- Click the Add/Update button
- Fill up all text fields especially \* indicate field
- Click the Next button

### Personal Information: Review

Note: Review your changes and, if needed, attach supporting documents.

- Click the Submit button

### Confirmation

Note: Your changes have been saved.

- Click the Return to Overview button

### Update Main Address

- Click the Add/Update button
- Choose
  - Correct or complete the current details.
  - Enter new information because of a real change to the current details (e.g. because of a change in marital status)
- Click the Next button
- Fill up all text fields especially \* indicate field
- Click the Next button

### Personal Information: Review

Note: Review your changes and, if needed, attach supporting documents.

- Click the Submit button

### Confirmation

Note: Your changes have been saved.

- Click the Return to Overview button



### Update Other Address

- Click the Add/Update button
- Choose
  - Correct or complete the current details.
  - Enter new information because of a real change to the current details (e.g. because of a change in marital status)
- Click the Next button
- Fill up all text fields especially \* indicate field
- Click the Next button

#### Personal Information: Review

Note: Review your changes and, if needed, attach supporting documents.

- Click the Submit button

#### Confirmation

Note: Your changes have been saved.

- Click the Return to Overview button

### Add Contacts

- Click the Add/Update button
- Fill up all text fields especially \* indicate field
- Click the Next button

#### Personal Information: Review

Note: Review your changes and, if needed, attach supporting documents.

- Click the Submit button

#### Confirmation

Note: Your changes have been saved.

- Click the Return to Overview button



University of the Philippines  
Diliman, Quezon City

### Add Emergency Contacts

- Click the Add/Update button
- Fill up all text fields especially \* indicate field
- Click the Next button

### Personal Information: Review

Note: Review your changes and, if needed, attach supporting documents.

- Click the Submit button

### Confirmation

Note: Your changes have been saved.

- Click the Return to Overview button