



APPENDIX B: Review personal information for accuracy and update if needed.

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You can reference the UPK help site for detailed steps on how to update your personal information: [Employee Actions Update Personal Information](#)

UCPath Navigation: Employee Actions > Personal Information > Personal Information Summary

If any information is not complete you will see that reflected in the screen **Update Your Personal Profile**.



Update Your Personal Profile

50% COMPLETE

- Race and Ethnicity
- Veteran Status
- Disability Status
- Gender Identity and Sexual Orientation

Some information is required before continuing to your account.

Due to federal regulations on equal opportunity, we must collect some personal information. If you need assistance, please contact the UCPATH Center at 855-982-7284 from 8 a.m. to 6 p.m. (PST) Monday - Friday.

Begin

Help



Click **Begin** to continue to the **Personal Information Summary** page.

Personal Information Summary page

The screenshot shows the UCPath interface for Marion Matundan. The page title is "PERSONAL INFORMATION SUMMARY" and the user name is "Marion Matundan". On the left, there is a navigation menu with options like "Personal Information", "Patent Acknowledged", "Veteran Status", "Disability Status", "Gender Identity an...", and "My Current Profile". At the bottom left, there are "Edit profile" and "Log out" buttons. On the right, there are "Bookmark", "Log out", and "Ask UCPath Center" buttons. A yellow callout box with a speech bubble points to the "Expand All" and "Collapse All" buttons, containing the text: "Use the **Personal Information Summary** page to update your personal information". The main content area contains several expandable sections: "Legal/Preferred Name", "Home/Mailing Addresses", "Phone Numbers", "Emergency Contacts", and "Email Addresses". Each section has a downward arrow icon on the right side.

This screenshot is similar to the one above, but with a yellow callout box pointing to the "Expand All" button. The callout box contains the text: "Click the **Expand** button to expand each section to review and update." The "Expand All" button is highlighted in blue. The rest of the page layout, including the navigation menu and user information, remains the same.



Personal Information sections:

The screenshot shows a user profile page for Marion Matundan. The left sidebar contains a navigation menu with options like 'Personal Informat...', 'Patent Acknowled...', 'Veteran Status', 'Disability Status', 'Gender Identity an...', and 'My Current Profile'. The main content area displays three sections: 'Legal/Preferred Name', 'Home/Mailing Addresses', and 'Phone Numbers'. Each section has a blue button to edit it: 'Add Preferred Name', 'Change Home/Mailing Addresses', and 'Change Phone Numbers'. A 'Help' button is visible in the bottom right corner. Two yellow callout boxes provide instructions: 'Click the **Edit** icon to enable edit fields.' and 'Click the **appropriate buttons** to enter changes and updates.'

Each **Personal Information** section can be updated independently of each other.

When you select the **Edit** icons/buttons, additional screens appear with editable fields.



Edit Name fields:

Marion Matundan
Primary Title: Ind Contractor/Consultnt
Employee ID: 10028964
Service Date: 09/01/2018

UCPath

EDIT NAME

Prefix
Select an Option

Preferred First Name

Preferred Middle Name

Preferred Last Name

Suffix
Select an Option

As Of
11/13/2019

Live Preview

Preferred Name Preferred Full Name

Save Return to Personal Information

Das < < Personal Informat...
Peo Per Personal Informati...
Wor Lea Patent Acknowled...
Boc Hes Veteran Status
Em Ret Disability Status
For Gender Identity an...
Qui My Current Profile
Hel

Edit profile
Log out

Edit Home Address fields:

Marion Matundan
Primary Title: Ind Contractor/Consultnt
Employee ID: 10028964
Service Date: 09/01/2018

EDIT HOME ADDRESS

Country
United States

Address 1
5200 North Lake Rd

Address 2

Address 3

City
Merced

State
CA
California

Postal
95340

County

Change As Of
11/13/2019

Save Cancel

Das < < Personal Informat...
Peo Per Personal Informati...
Wor Lea Patent Acknowled...
Boc Hes Veteran Status
Em Ret Disability Status
For Gender Identity an...
Qui My Current Profile
Hel



Edit Phone Number fields:

Marion Matundan
Primary Title: Ind Contractor/Consultnt
Employee ID: 10028964
Service Date: 09/01/2018

UCPath

EDIT PHONE NUMBER

*Phone Type
Select an Option

Telephone:

Extension:

Set as my primary phone number

[Save](#) [Cancel](#) [Delete](#)

Edit Emergency Contact Detail fields:

Marion Matundan
Primary Title: Ind Contractor/Consultnt
Employee ID: 10028964
Service Date: 09/01/2018

EMERGENCY CONTACT DETAIL

Contact

Contact Name *

Relationship to Employee * Please Select Value

Primary Contact Set as my primary contact

Address

My Addresses Use Employee Address

[Edit Address](#)

Country: United States

Address

Phone

My Numbers Use Employee Phone Number

[Edit profile](#)



Edit Email Address fields:

Marion Matundan
Primary Title: Ind Contractor/Consultnt
Employee ID: 10028964
Service Date: 09/01/2018

EDIT EMAIL ADDRESS

**Email Type
Select an Option

*Email Address

Set as my primary email

Save **Cancel** **Delete**

View Ethnic Groups and Other Personal Information section:

Marion Matundan
Primary Title: Ind Contractor/Consultnt
Employee ID: 10028964
Service Date: 09/01/2018

Emergency Contacts

Email Addresses

Ethnic Groups

Other Personal Information

Employee ID	10028964
Date of Birth	
Social Security Number	XXX-XX-XXXX
Military Status	
Original Start Date	
Last Start Date	05/01/2019
Highest Education Level	A-Not Indicated

The **Ethnic Groups** and **Other Personal Information** sections are view only.

Updates to this information can be done with the assistance of **UCPATH Center** support personnel.

Remember to click the **Save** button to save each update you enter.