




My Personal Information

To update your phone number or work address, please log into [My Personal Information \(MPI\)](#) and follow the instructions below.

Update Work Address

To update your office location in MPI:

1. Click **Other Misc Information**.
2. Under *OU Campus Location*, click the **Update** button.
3. To update the building name:
 - a. Click on the *magnifying glass* next to **Building*
 - b. Enter the building name, or the first few letters of the building name, and then select **Go**.
 - c. If necessary, scroll through the search results using the *previous and next links* until you locate the appropriate building name.
 - d. Click on the *Quick Select Icon* next to the appropriate building name. 

SEARCH TIP: If you do not see your building in the search results, you may leave the building name blank and click **Go** to navigate through the entire list of buildings. You may also search keywords by using percentage symbols. For example, if searching for *%Center%*, you will see all building names that contain “Center”.

4. Next, enter your office Room Number
5. Click **Apply**.
6. Click **Next**.
7. Review the proposed changes, and then click **Submit**.

Update Phone Number

To update your phone number in MPI:

1. Click **Personal Information**.
2. Under *Phone Numbers*, click the **Update** button.
3. Enter the updated phone number.
 - a. If your phone number has changed, simply type in the new phone number over the existing phone number.
 - b. If you need to add an additional phone number, click **Add Another Row**.
 - c. If you need to delete a phone number, click the *Trash Can* icon for the appropriate line.
4. Select the appropriate *Type* (Mobile or Cell, Work, Home, etc.) from the drop-down menu.
5. Click **Next**.
6. Review the proposed changes, and then click **Submit**.

Questions

If you have questions, please contact the HR Employee Service Center at uhr@ohio.edu or 740-593-1636.