

# MORAVIAN UNIVERSITY

## HOW TO CHANGE PERSONAL INFORMATION

### 1. Click on “MY SELF” tab

The screenshot shows the Moravian University self-service portal. The navigation menu at the top includes Home, My Self (circled in red), My Team, Timekeeper, My Company, and Reporting. The left sidebar contains a list of menu items: Personal Information (highlighted in purple), Family Members, Benefits, My Paycheck, My Attachments, and My Notes. The main content area displays several sections: Personal Information (with a description and a list of sub-items), My Paycheck, My Attachments, and My Notes. The footer includes a link to Privacy Policy and Terms of Use and a logo for Ascentis.

### 2. Click on “Personal Information”

The screenshot shows the Moravian University self-service portal with the 'Personal Information' section selected in the sidebar (circled in red). The main content area displays a form with the following information:

First Name	Benny
Middle Name	
Last Name	Mascot
Nickname	
Previous Name	
Street (Line 1)	1200 Main Street
Street (Line 2)	
City	Bethlehem
State/Province	PA
Zip/Postal Code	18018
Home Phone	(610) 861-1300
Work Phone	(610) 861-1300
Work Email Address	mascot@moravian.edu
Other Email Address	

A purple 'Change' button is located at the bottom of the form. The footer includes a link to Privacy Policy and Terms of Use and a logo for Ascentis.

Should you require assistance using these instructions or employee self-service in general, please contact [HR@moravian.edu](mailto:HR@moravian.edu) or call 610-861-1527.

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## 3. Click on “Personal Information” under the personal information tab

The screenshot shows the Moravian University self-service portal. The top navigation bar includes 'Home', 'My Self', 'My Team', 'Timekeeper', 'My Company', and 'Reporting'. The 'My Self' tab is active. On the left sidebar, the 'Personal Information' section is expanded, and the 'Personal Information' sub-tab is selected and circled in red. The main content area displays a form with the following fields and values:

First Name	Benny
Middle Name	
Last Name	Mascot
Nickname	
Previous Name	
Street (Line 1)	1200 Main Street
Street (Line 2)	
City	Bethlehem
State/Province	PA
Zip/Postal Code	18018
Home Phone	(610) 861-1300
Work Phone	(610) 861-1300
Work Email Address	mascot@moravian.edu
Other Email Address	

At the bottom of the form is a purple 'Change' button. The footer contains 'Privacy Policy and Terms of Use' and 'Powered by Ascentis'.

## 4. Click on “Change”

This screenshot is identical to the one above, but with the 'Change' button at the bottom of the form circled in red to indicate the next step in the process.

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# MORAVIAN UNIVERSITY

## 5. Here you can edit all of your personal information

MORAVIAN UNIVERSITY

Home My Self My Team Timekeeper My Company Reporting

Inbox

Personal Information

Personal Information

Emergency Contacts

DMV

Faculty Information

Survey Data

Compliance

Campus Location

Jenzabar ID

Moravian Job Info

Background Checks

Training

COVID Vaccine Status

Adjunct Information

Family Members

Benefits

Shown below is your personal information on file. Please enter any missing information and verify existing information.

\*First Name Benny

Middle Name

\*Last Name Mascot

Nickname

Previous Name

Street (Line 1) 1200 Main Street

Street (Line 2)

City Bethlehem

State/Province PA

Zip/Postal Code 18018

Home Phone (610) 861-1300

Work Phone (610) 861-1300

Work Email Address mascot@moravian.edu

Other Email Address

Add'l E-Mail

Add'l E-Mail

Add'l E-Mail

Please enter all fields having a red label and \*

Privacy Policy and Terms of Use Powered by **Ascentis**

## 6. Click "Save" when you have edited your information

MORAVIAN UNIVERSITY

Home My Self My Team Timekeeper My Company Reporting

Inbox

Personal Information

Personal Information

Emergency Contacts

DMV

Faculty Information

Survey Data

Compliance

Campus Location

Jenzabar ID

Moravian Job Info

Background Checks

Training

COVID Vaccine Status

Adjunct Information

Family Members

Benefits

Middle Name

\*Last Name Mascot

Nickname

Previous Name

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Street (Line 2)

City Bethlehem

State/Province PA

Zip/Postal Code 18018

Home Phone (610) 861-1300

Work Phone (610) 861-1300

Work Email Address mascot@moravian.edu

Other Email Address

Add'l E-Mail

Add'l E-Mail

Add'l E-Mail

Please enter all fields having a red label and \*

Save Cancel

Privacy Policy and Terms of Use Powered by **Ascentis**

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**7. Your changes will be submitted to Human Resources and/ or Payroll for approval.** *(Documentation may be required to make a change, such as social security card to change name, a new W-4 to change the address, etc. HR and/ or Payroll representatives will follow up with you where necessary.)*

**8. Once approved, your newly inputted information will appear.**

The screenshot displays the Moravian University employee self-service portal. The top navigation bar includes the university logo, an 'Inbox' icon, and a 'What's New' icon. Below the navigation bar are links for 'Home', 'My Self', 'My Team', 'Timekeeper', 'My Company', and 'Reporting'. A user profile icon is visible in the top right corner. The main content area is titled 'Personal Information' and contains a list of menu items on the left: Personal Information, Emergency Contacts, DMV, Faculty Information, Survey Data, Compliance, Campus Location, Jenzabar ID, Moravian Job Info, Background Checks, Training, COVID Vaccine Status, and Adjunct Information. Below these are sections for 'Family Members' and 'Benefits'. The main content area displays the following personal information for the user 'Benny Mascot':  
First Name: Benny  
Middle Name: [Blank]  
Last Name: Mascot  
Nickname: [Blank]  
Previous Name: [Blank]  
Street (Line 1): 1200 Main Street (circled in red)  
Street (Line 2): [Blank]  
City: Bethlehem  
State/Province: PA  
Zip/Postal Code: 18018  
Home Phone: (610) 861-1300  
Work Phone: (610) 861-1300  
Work Email Address: mascot@moravian.edu  
Other Email Address: [Blank]  
A 'Change' button is located at the bottom of the information display. The footer of the page includes a link to 'Privacy Policy and Terms of Use' and the text 'Powered by ascentis'.

First Name	Benny
Middle Name	
Last Name	Mascot
Nickname	
Previous Name	
Street (Line 1)	1200 Main Street
Street (Line 2)	
City	Bethlehem
State/Province	PA
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