Overview:

WVU employees can update their personal information (phone numbers, addresses, and emergency contacts) through MyHR. For more information, view the Updating other personal information section.

Note: Courtesy assignments have this tab as well; however, some of the information being pulled is not maintained in MAP and will not be viewable.

Accessing MyHR to update your phone numbers, addresses, and emergency contacts:

View the Personal Information or Emergency Contact Information interactive videos for a demonstration.

To make updates to your personal information, following these steps:

Note: You will not be able to access MyHR unless you are connected to WVU’s network.

1. Log into MyAccess (myaccess.wvu.edu) using your Login username and password.

2. Click on the MyHR tab. If you do not see the MyHR tab and you are connected to WVU's network, click here to request MyHR help.

3. Click Personal Information.
4. From here, you can make changes to your phone number(s), home address(es), office/mailing address(es), physical/work location. Find the information you wish to change and click the Update button for that section. To make changes to your emergency contact(s), scroll to the bottom and click to Update, Remove or Add a contact. At this time, you cannot update the information in the Basic Details section through MyAccess. To update this information, see below.

Note: Fax numbers are not in MAP and therefore cannot be updated from MyAccess.

5. Update the information and save.

Updating other personal information:

Legal name, home department or title: Refer to the WVU Directory FAQ.

Preferred name: Use the Update Your Preferred Name service page to submit a request.

Marital status change: Contact Employee Processing Services (EPS) at eps@mail.wvu.edu or 304-293-3379.

Employee # or date of birth: If there is a mistake with your employee # or date of birth, contact EPS at eps@mail.wvu.edu or 304-293-3379.

Email address in Outlook and Online Directory: If your email address is listed incorrectly because it does not reflect your preferred name, go to the Update Your Preferred Name service page to submit a request.

If your email address is listed incorrectly and the issue is unrelated to updating your preferred name, notify your Expert Business Office (EBO) contact. If you are unsure of your EBO contact, refer to the Find Your EBO Contact article.