

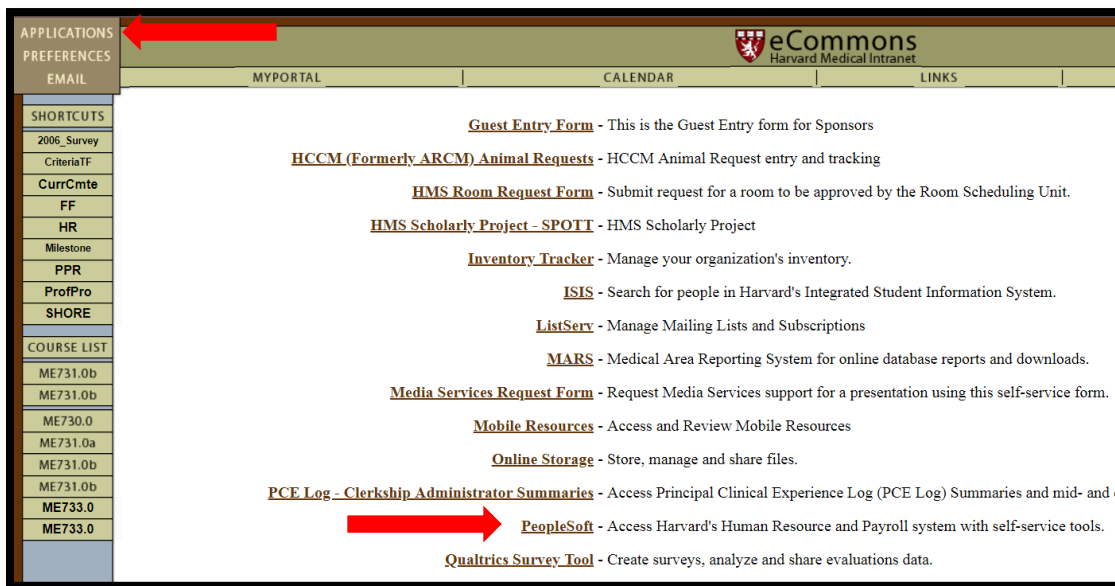


Instructions to Update HMS Personal and Demographic Information in PeopleSoft

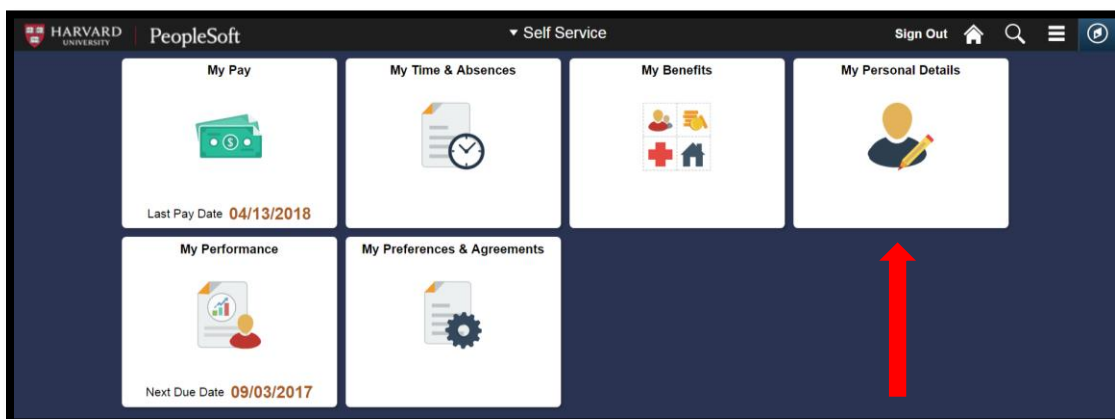
We encourage you to review the personal and demographic information that is on file for you at HMS. Please provide any updates as needed to your demographic information and also verify your address and other contact information by accessing your HMS PeopleSoft record through eCommons. Some of this information is and will remain personal and confidential, such as your sex and race/ethnicity designations.

To review and correct your information (including ethnicity, home and office addresses, email, phone numbers, etc.), please follow the steps listed below.

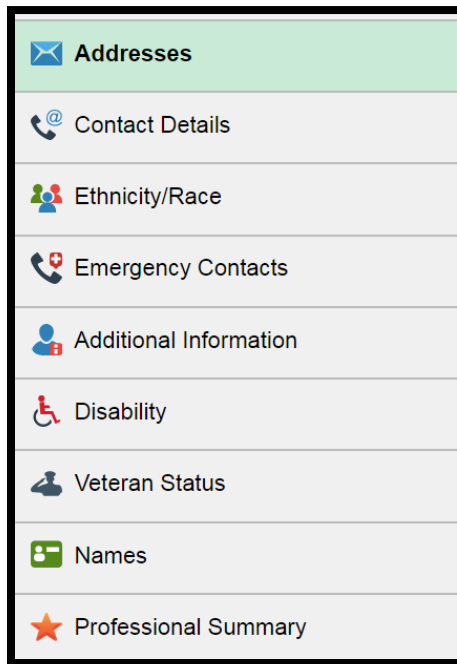
1. Log into your **eCommons** portal: <http://ecommons.med.harvard.edu/>
2. Click **“Applications”** located in the upper left-hand corner and scroll down the list to the **“PeopleSoft”** link and click to access the self-service screen



3. Click on **“My Personal Details”**



4. In “**My Personal Details**”, select the option you would like to update, make edits and Save



If you or any faculty users require additional assistance with this process, please let us know at facappt@hms.harvard.edu.