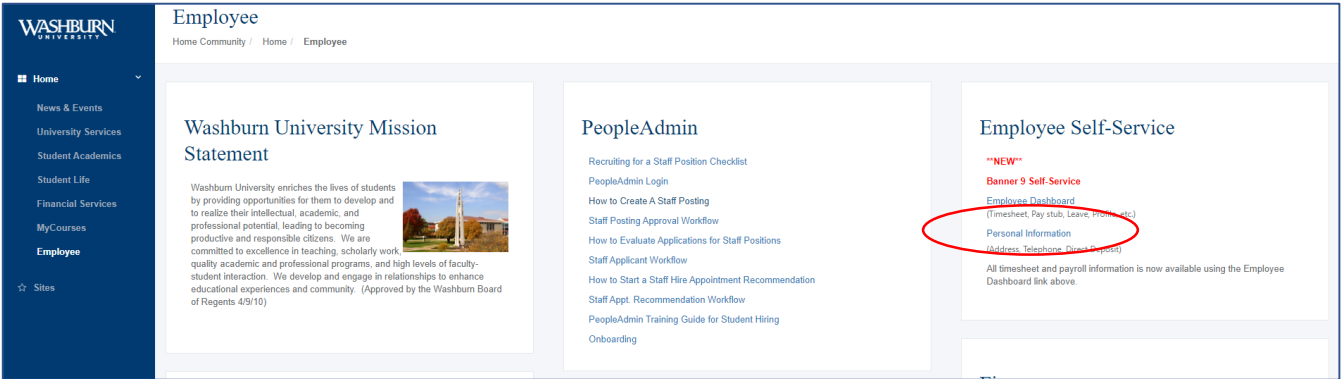


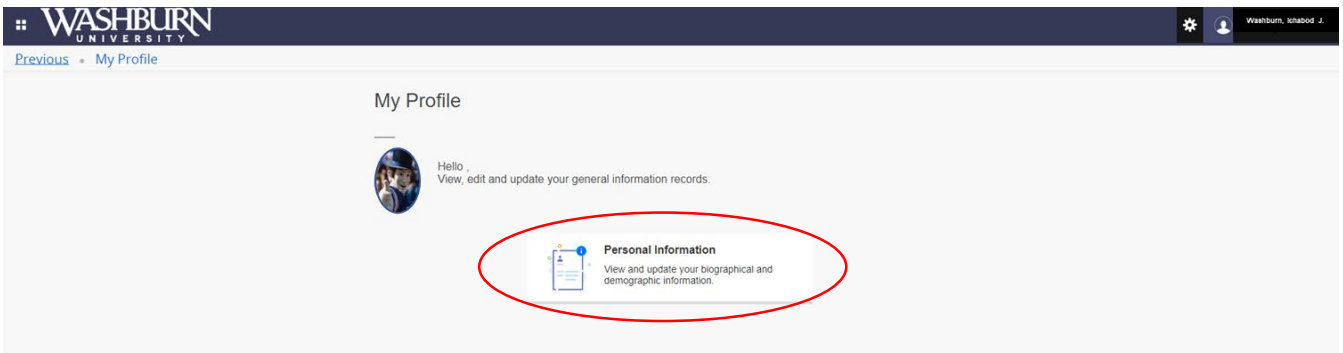



Updating your Personal Information in MyWashburn

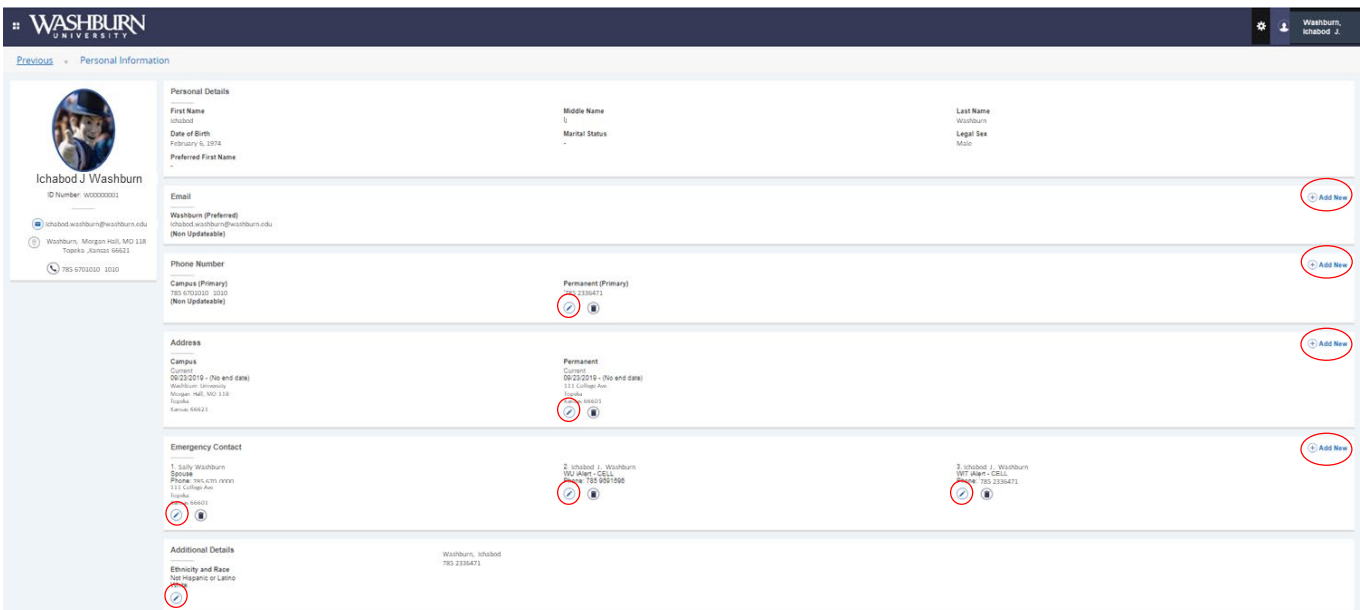
1. Log into MyWashburn (<http://my.washburn.edu>)
2. Select “Employee” from the left menu
3. In the Employee Self-Service Area select “Personal Information”



4. Click on the Personal Information box in the middle of the page



5. Use the **+ Add New** icon to add information that may be missing and the  icon to update any outdated information. Personal details, Washburn email and campus phone number are not updateable.



Don't forget to select “add” or “update” after keying in your new information.