Upon going live on OneUSG Connect, employees should log in and validate their personal information. Below is a step-by-step guide on how to review your personal information.

**Review your Personal Information**

**Step 1:** From the Employee Self-Service (ESS) landing page select the ‘**Personal Details**’ tile.

Step 2: From the **Personal Details** tile take the following actions:

a. Select the ‘**Addresses**’ option to check your Home and Mailing Addresses
b. Select the ‘Contact Details’ to verify your Phone Number and Email.

c. Select ‘Emergency Contacts’ to verify your Emergency Contact Information. If you need to add/edit Emergency Contact Information select the ‘Add Emergency Contact’ button.
d. Select the remaining items within **Personal Details** to verify additional information:

- Name
  - Note: preferred name does not currently display in OneUSG Connect
- Ethnic Groups (voluntary)
- Additional Information
- Disability Status (voluntary)
- Veteran Status (voluntary)

For assistance with information regarding OneUSG Connect, contact oneusgsupport@usg.edu or call 877-251-2644.