



# Personal Information

THIS DOCUMENT IS SUBJECT TO FURTHER EDITS, CORRECTIONS  
AND/OR MODIFICATIONS.

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## Personal Information – Quick Guide

### Navigation –

- Log into MyFSCJ using your FSCJ logon ID and password
- Select the dropdown below your name
- You will be able to view your EMPL ID, change your password, address, email address, phone number, other personal info, and log out of myFSCJ.

## EMPL ID and Change Password – Quick Guide

### Navigation –

- Log into MyFSCJ using your FSCJ logon ID and password
- Select the dropdown below your name
- View your EMPLID. This is the number that PeopleSoft uses to identify an individual person in the system.
- Choose the Change Password link under your name
- This link will take you to the password.fscj.edu site to Enroll, Change, or Recover your password. If you experience any difficulty, contact the HelpDesk.

## Change Address – Quick Guide

### Navigation –

- Log into MyFSCJ using your FSCJ logon ID and password
- Select the dropdown below your name.
- Choose the Change Address link under your name.
- Use the Home and Mailing Addresses page to verify your address information and make any appropriate changes.
- You may add a new address by selecting the Add button; or click Edit to update the existing address listed.
- Click on Save when done.

## Change Email Address – Quick Guide

### Navigation –

- Log into MyFSCJ using your FSCJ logon ID and password
- Select the dropdown below your name.
- Choose the Change Email Address link under your name.
- From the Email Addresses page you may view, add, update, and delete your email address.
- Select Save once changes are made.

## Change Phone Number – Quick Guide

### Navigation –

- Log into MyFSCJ using your FSCJ logon ID and password
- Select the dropdown below your name.
- Choose the Change Phone Number link under your name.
- The phone numbers page allows you to view, add, update, and delete your personal phone numbers, as well as select a preferred contact number.
- Click Save once changes are made.

## Other Personal Info – Quick Guide

### Navigation –

- Log into MyFSCJ using your FSCJ logon ID and password
- Select the dropdown below your name.
- Choose the Other Personal Info link under your name.
- Other Personal Info will allow you to review and update additional personal information such as Emergency Contacts, Ethnic Groups, Veteran Status and Disability.
- Click on Save when once changes are made.

## Other Personal Info – Emergency Contacts – Quick Guide

### Navigation –

- Log into MyFSCJ using your FSCJ logon ID and password
- Select the dropdown below your name.
- Choose the Other Personal Info link under your name.
- Select Emergency Contacts.
- Use the Emergency Contacts page to view and edit your emergency contact information.
- By clicking the Contact Name, you will be able to view your emergency contact's address and telephone information. If necessary, you may add a new emergency contact and select a primary contact as well.
- Select Save once changes are made.

## Other Personal Info – Ethnic Groups – Quick Guide

### Navigation –

- Log into MyFSCJ using your FSCJ logon ID and password
- Select the dropdown below your name.
- Choose the Other Personal Info link under your name.
- Select Ethnic Groups.
- Use the Ethnic Groups page to view, add, update, and delete your ethnic group information.
- Select Save once changes are made.

## Other Personal Info – Veteran Status – Quick Guide

### Navigation –

- Log into MyFSCJ using your FSCJ logon ID and password
- Select the dropdown below your name.
- Choose the Other Personal Info link under your name.
- Select Veteran Status. Use the Veteran Status page to add or update protected veteran status, and identify classifications of which you belong to. Click on Submit when done.

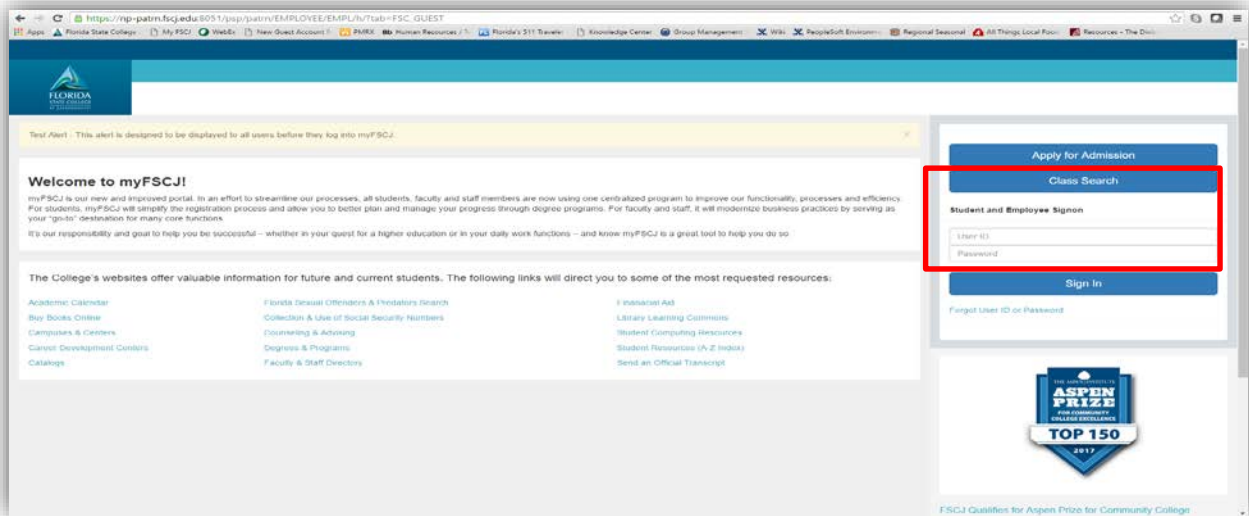
## Other Personal Info – Disability – Quick Guide

### Navigation –

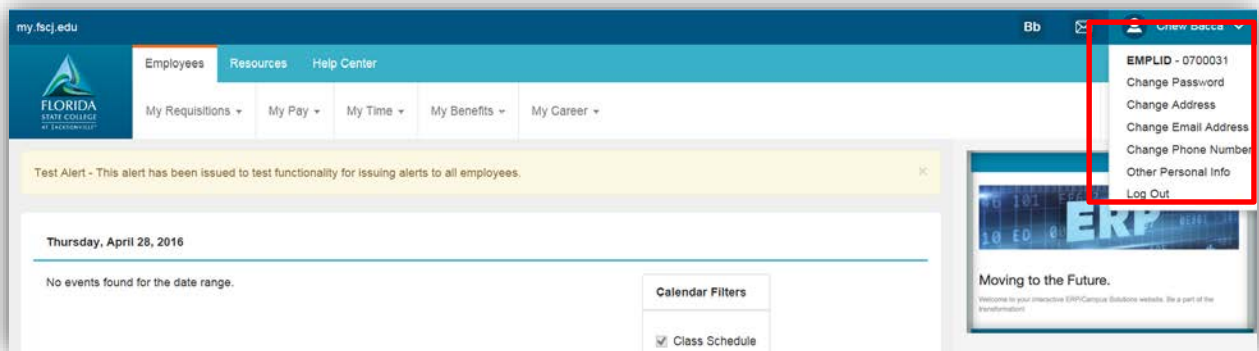
- Log into MyFSCJ using your FSCJ logon ID and password
- Select the dropdown below your name.
- Choose the Other Personal Info link under your name.
- Select Disability.
- Use the Voluntary Self-Identification of Disability to add or update disability status.

## Personal Information – Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password

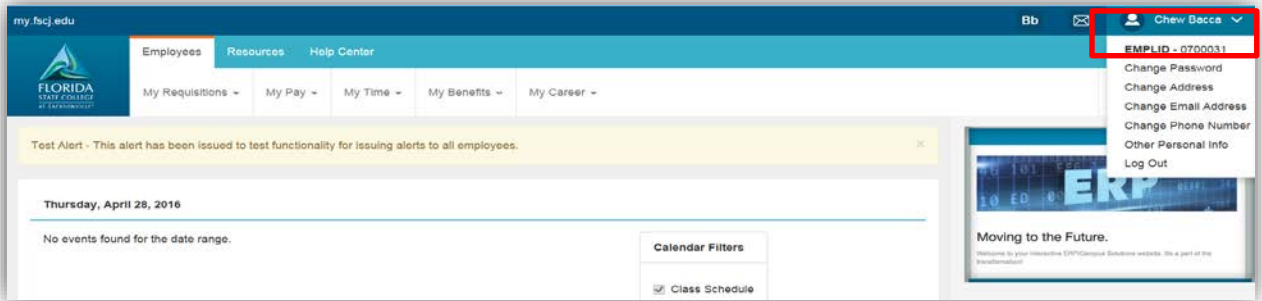


Select the dropdown below your name. You will be able to view your EMPL ID, change your password, address, email address, phone number, other personal info, and log out of MyFSCJ.

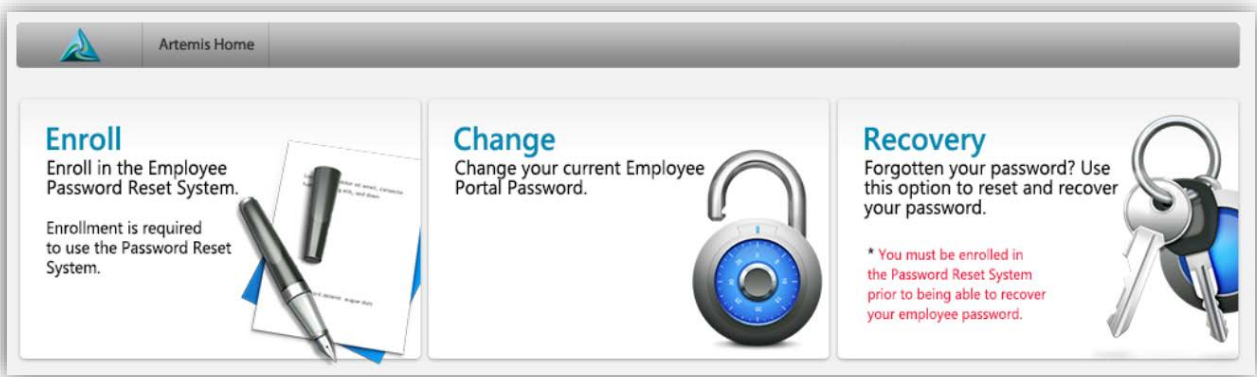


## EMPL ID and Change Password – Detailed Guide

Select the dropdown below your name. View your EMPLID. This is the number that PeopleSoft uses to identify an individual person in the system. Choose the Change Password link under your name



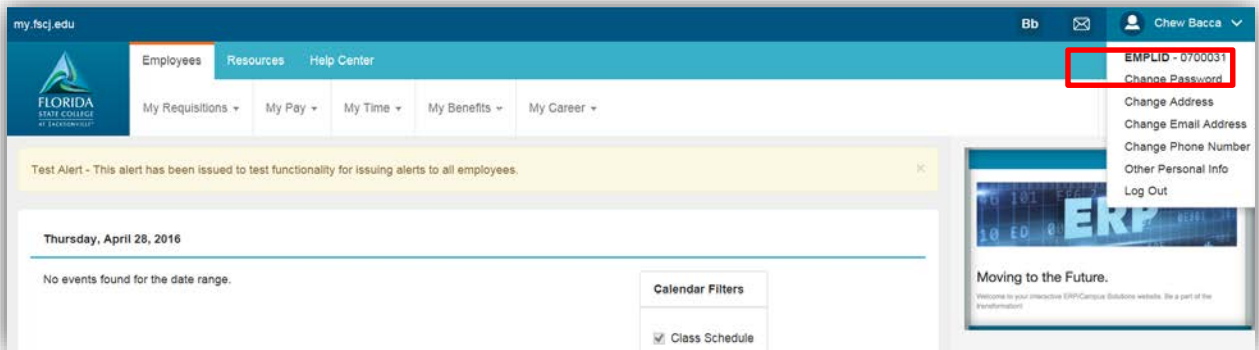
This link will take you to the password.fscj.edu site to Enroll, Change, or Recover your password. If you experience any difficulty, contact the HelpDesk.





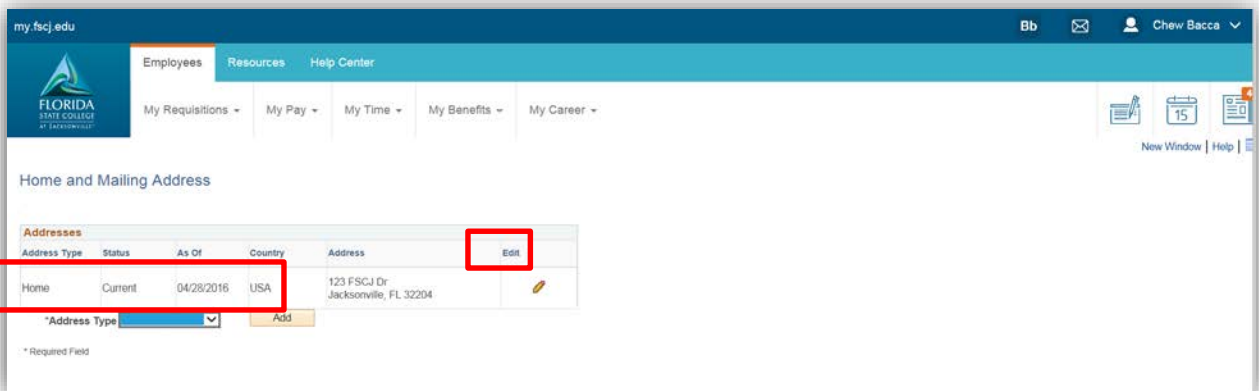
## Change Address- Detailed Guide

Select the dropdown below your name. Choose the Change Address link under your name.



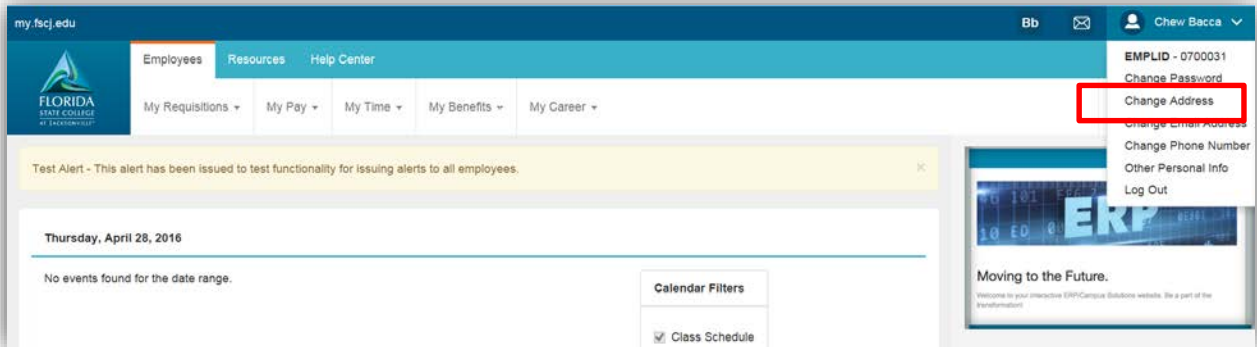
Use the Home and Mailing Addresses page to verify your address information and make any appropriate changes.

You may add a new address by selecting the Add button; or click Edit to update the existing address listed. Click on Save when done.

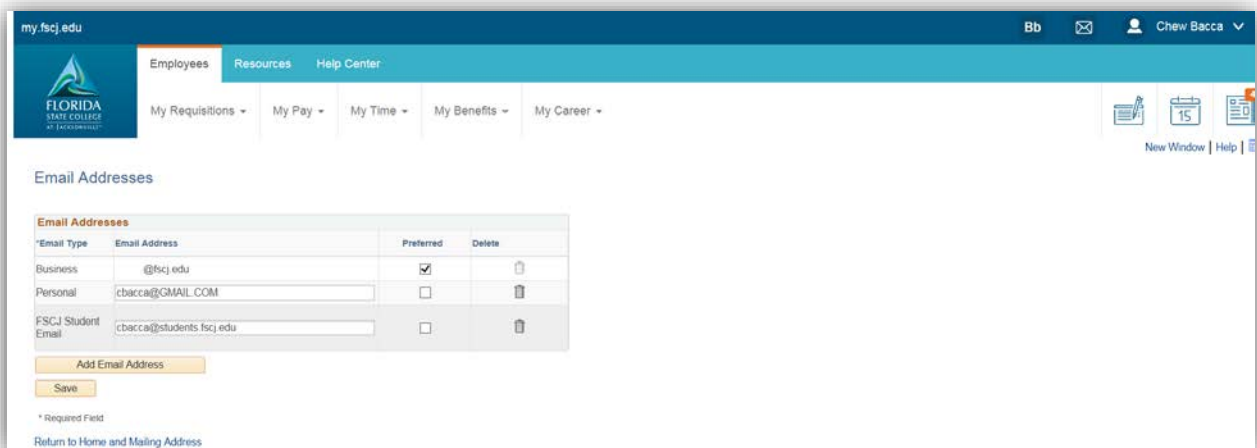


## Change Email Address- Detailed Guide

Select the dropdown below your name. Choose the Change Email Address link under your name.

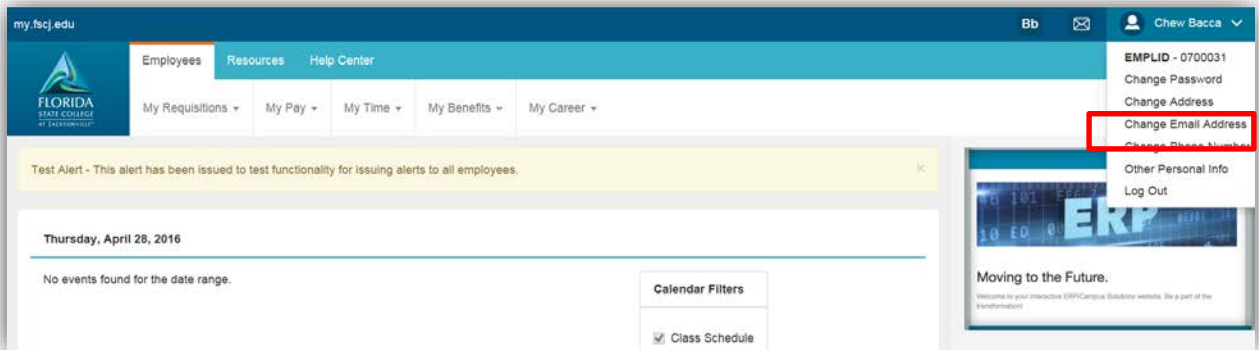


From the Email Addresses page you may view, add, update, and delete your email address. Select Save once changes are made.



## Change Phone Number – Detailed Guide

Select the dropdown below your name. Choose the Change Phone Number link under your name.



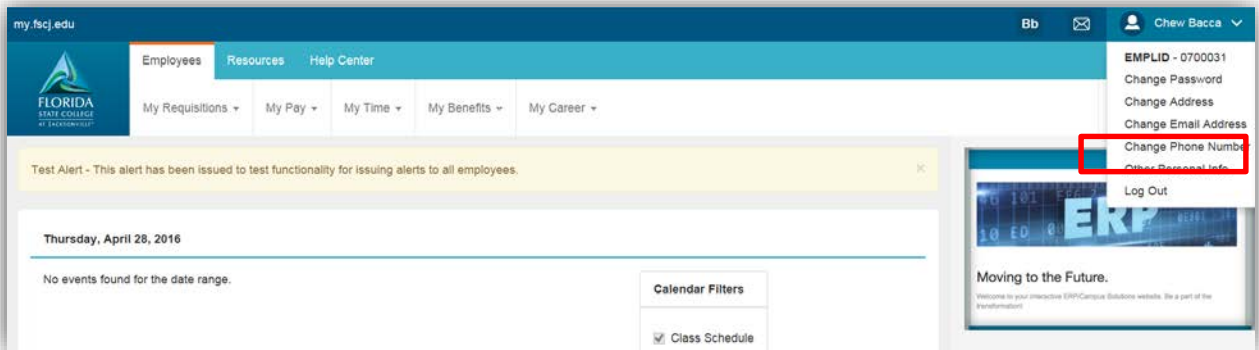
The phone numbers page allows you to view, add, update, and delete your personal phone numbers, as well as select a preferred contact number.

The screenshot shows the 'Phone Numbers' page in the my.fscj.edu portal. The page title is 'Phone Numbers'. Below the title, there is a section 'Enter your phone numbers.' followed by a table with the following columns: Phone Type, Telephone, Extension, Preferred, and Delete. The table contains three rows: Home, Cell - Student, and Work. The Work row has the 'Preferred' checkbox checked. Below the table, there are buttons for 'Add Phone Number' and 'Save'. At the bottom, there is a note '\* Required Field' and a link 'Return to Email Addresses'.

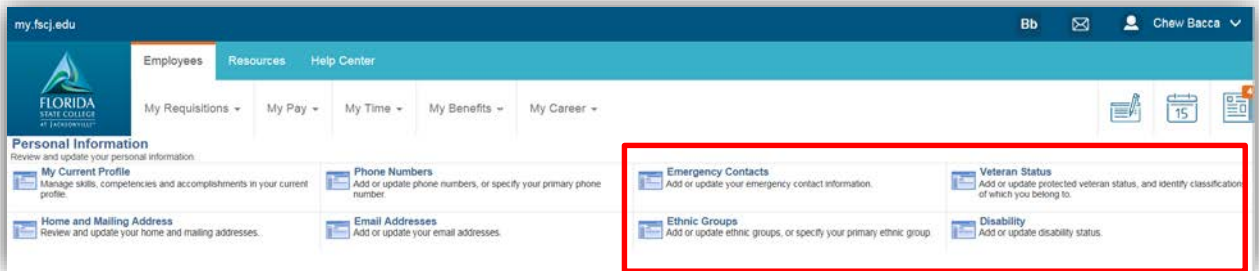
Phone Type	Telephone	Extension	Preferred	Delete
Home	904 0001000		<input type="checkbox"/>	
Cell - Student	904 1002000		<input type="checkbox"/>	
Work	904 2003000		<input checked="" type="checkbox"/>	

## Other Personal Info – Detailed Guide

Select the dropdown below your name. Choose the Other Personal Info link under your name.

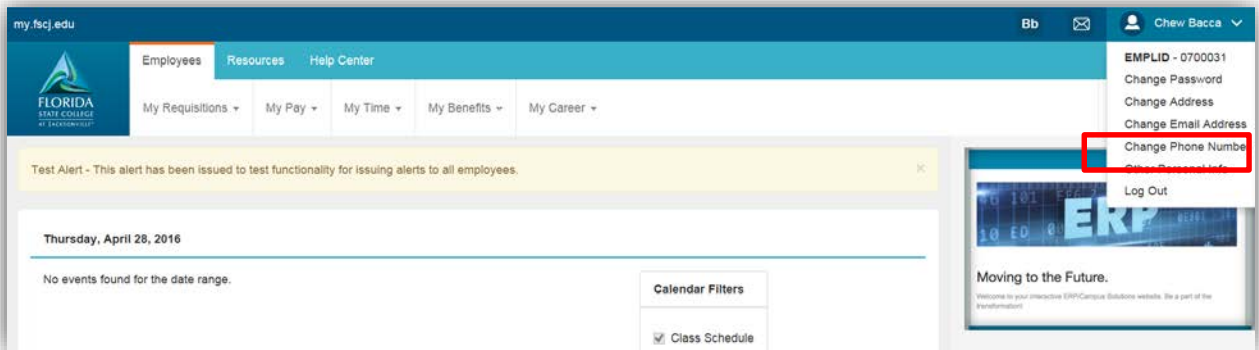


Other Personal Info will allow you to review and update additional personal information such as Emergency Contacts, Ethnic Groups, Veteran Status and Disability.

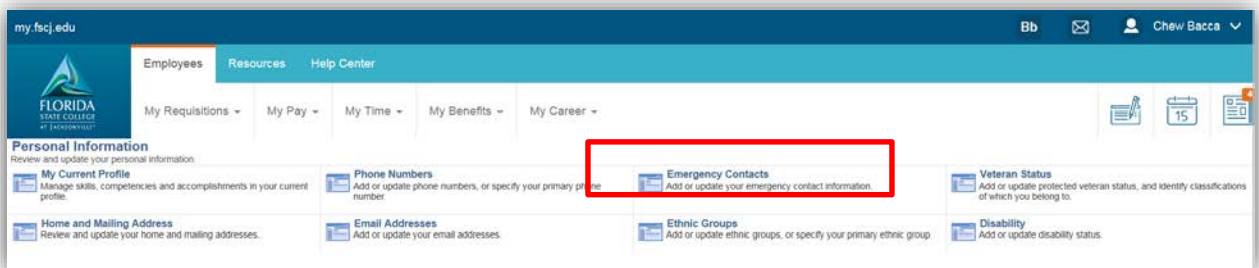


## Other Personal Info – Emergency Contacts – Detailed Guide

Select the dropdown below your name. Choose the Other Personal Info link under your name.

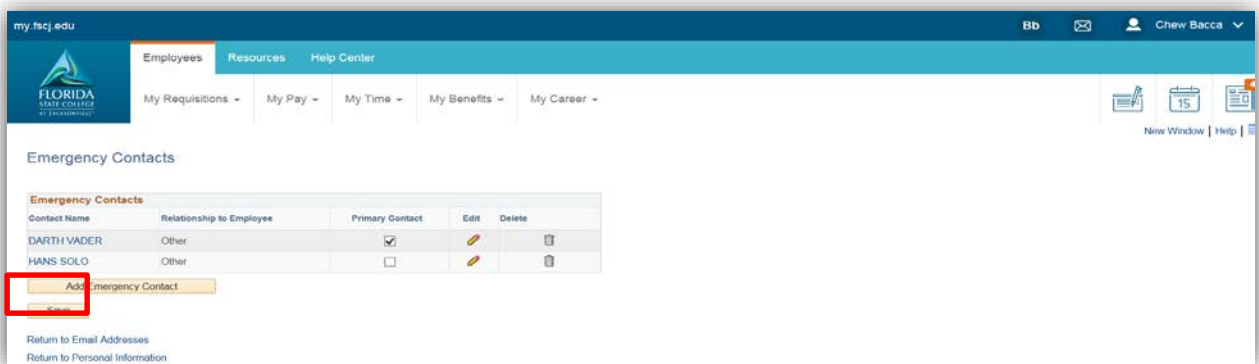


Select Emergency Contacts. Use the Emergency Contacts page to view and edit your emergency contact information.



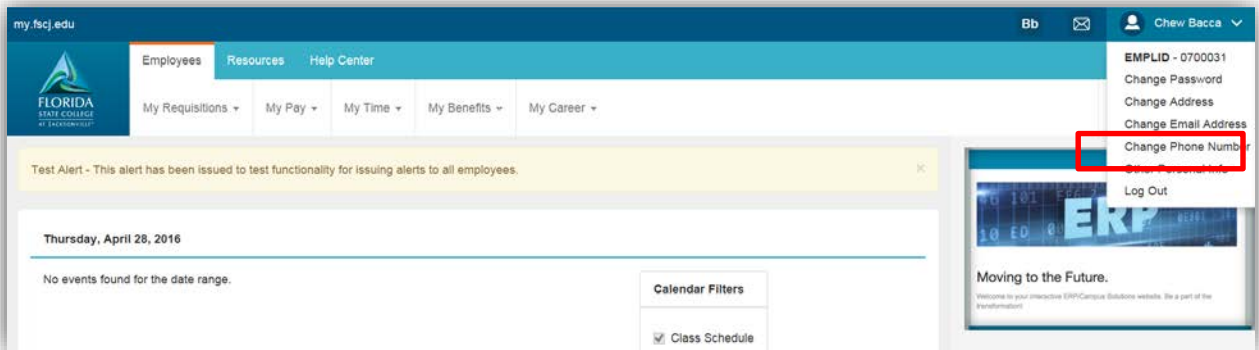
By clicking the Contact Name, you will be able to view your emergency contact's address and telephone information. If necessary, you may add a new emergency contact and select a primary contact as well.

Select Save once changes are made.

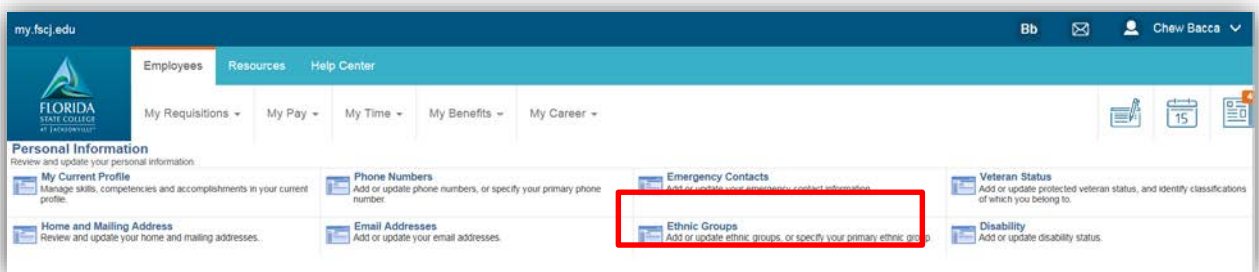


## Other Personal Info – Ethnic Groups – Detailed Guide

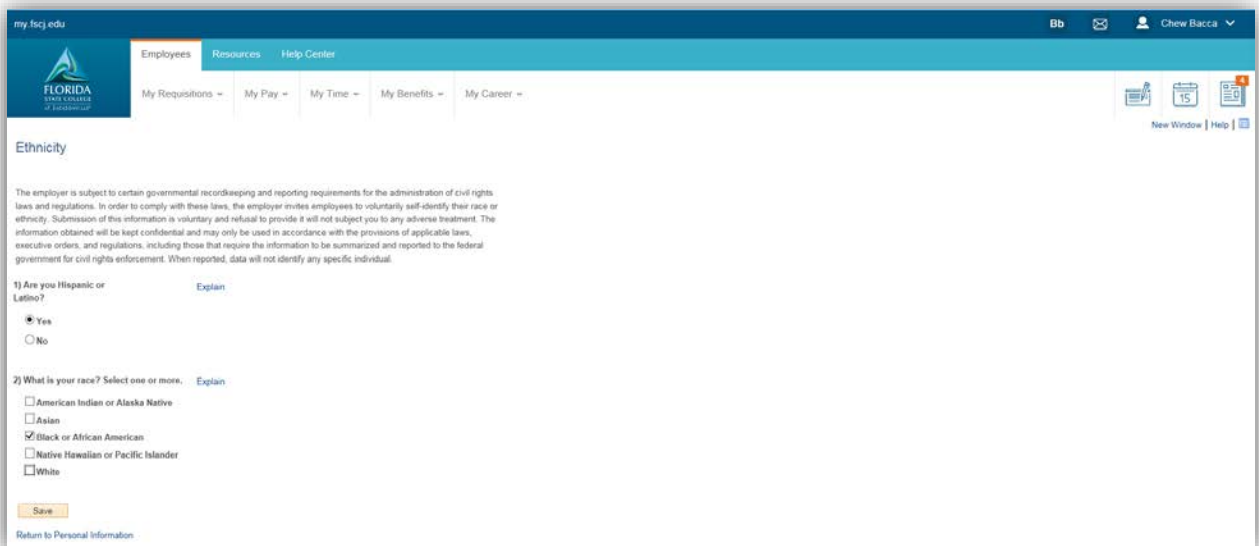
Select the dropdown below your name. Choose the Other Personal Info link under your name.



Select Ethnic Groups.

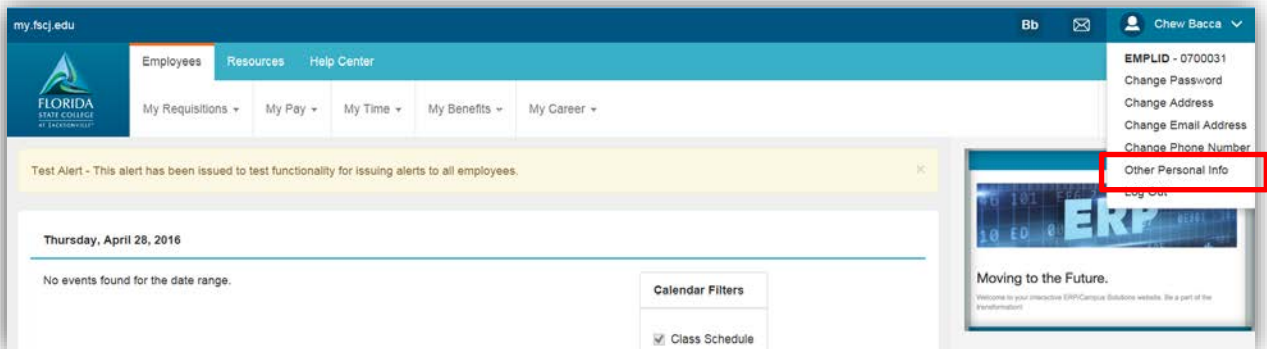


Use the Ethnic Groups page to view, add, update, and delete your ethnic group information. Select Save once changes are made.

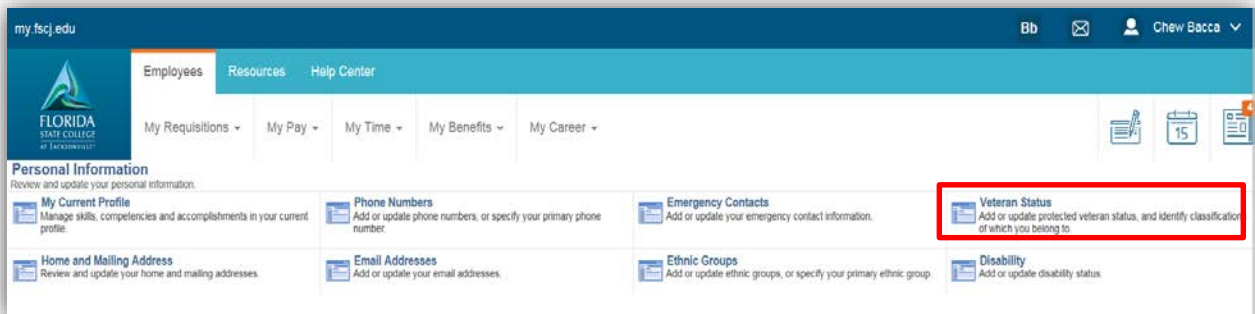


## Other Personal Info – Veteran Status- Detailed Guide

Select the dropdown below your name. Choose the Other Personal Info link under your name.



Select Veteran Status.





Use the Veteran Status page to add or update protected veteran status, and identify classifications of which you belong to. Click on Submit when done.

### Veteran Status

Darth Vader

▼ Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12966.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Self-Identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

☒ I belong to the following classifications of protected veterans (choose all that apply):

- ☐ Disabled Veteran
- ☐ Recently Separated Veteran
- ☐ Active Duty Wartime or Campaign Badge Veteran
- ☐ Armed Forces Service Medal Veteran

☐ I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

☐ I am NOT a protected veteran.

☐ I am NOT a veteran.

Military Discharge Date

Reasonable Accommodation Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

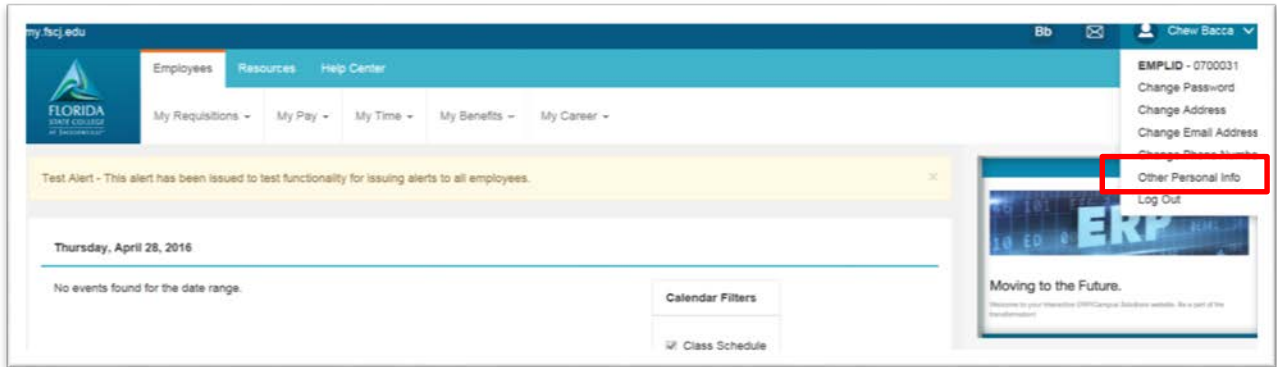
Submit

[Return to Personal Information](#)

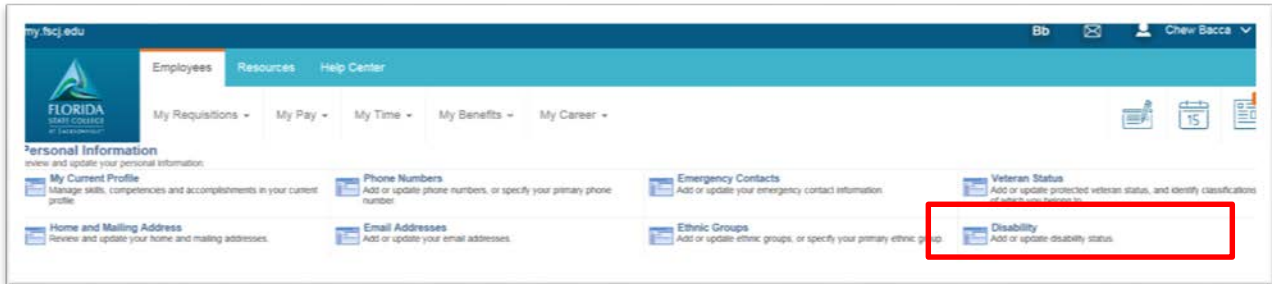


## Other Personal Info – Disability – Detailed Guide

Select the dropdown below your name. Choose the Other Personal Info link under your name.



Select Disability.



Use the Voluntary Self-Identification of Disability to add or update disability status.

Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017

Darth Vader

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

• Blindness	• Autism	• Bipolar disorder	• Post-traumatic stress disorder (PTSD)
• Deafness	• Cerebral palsy	• Major depression	• Obsessive compulsive disorder
• Cancer	• HIV/AIDS	• Multiple sclerosis (MS)	• Impairments requiring the use of a wheelchair
• Diabetes	• Schizophrenia	• Missing limbs or partially missing limbs	• Intellectual disability (previously called mental retardation)
• Epilepsy	• Muscular dystrophy		

Please select one of the options below:

☒ YES, I HAVE A DISABILITY (or previously had a disability)

☐ NO, I DON'T HAVE A DISABILITY

☐ I DON'T WISH TO ANSWER

Your Name

Today's Date

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

<sup>1</sup>Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Submit

Return to Personal Information