Personal Information

Contents

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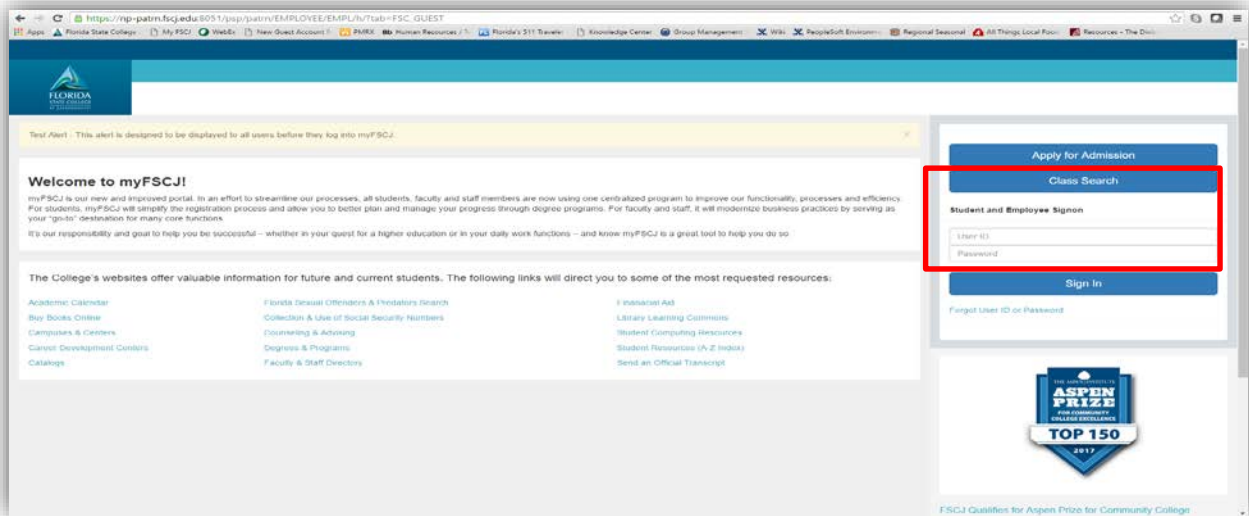
Select the dropdown below your name. You will be able to view your EMPL ID, change your password, address, email address, phone number, other personal info, and log out of MyFSCJ.
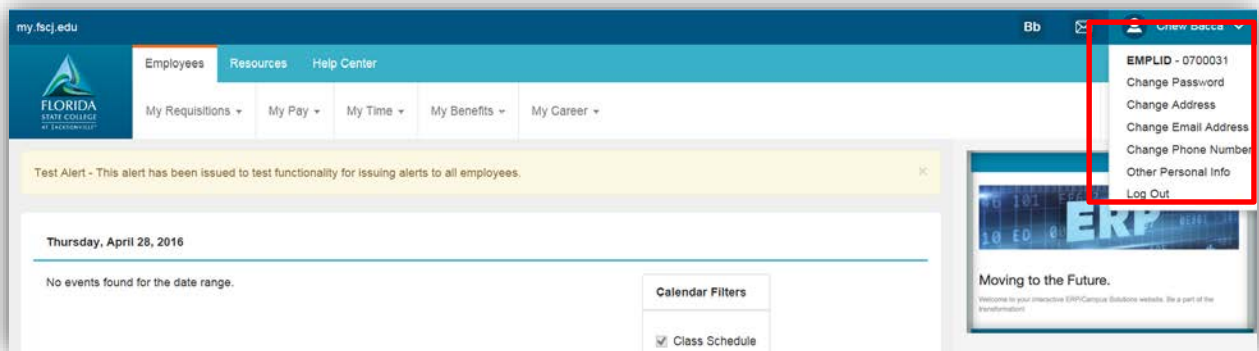
EMPL ID and Change Password – Detailed Guide

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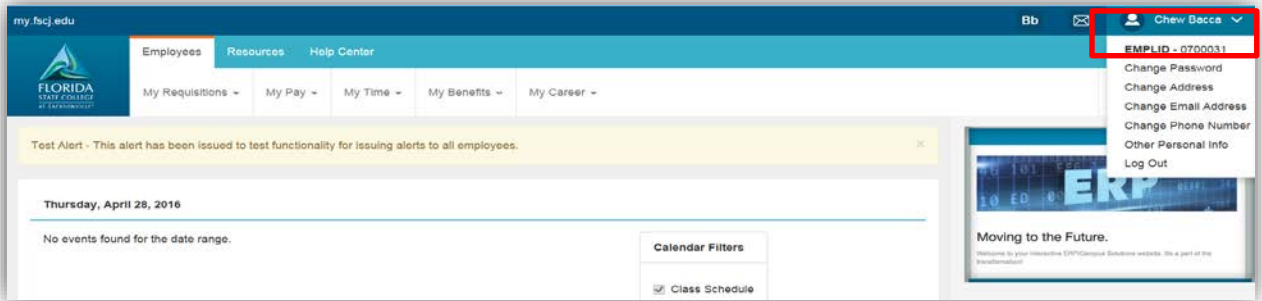
This link will take you to the password.fscj.edu site to Enroll, Change, or Recover your password. If you experience any difficulty, contact the HelpDesk.
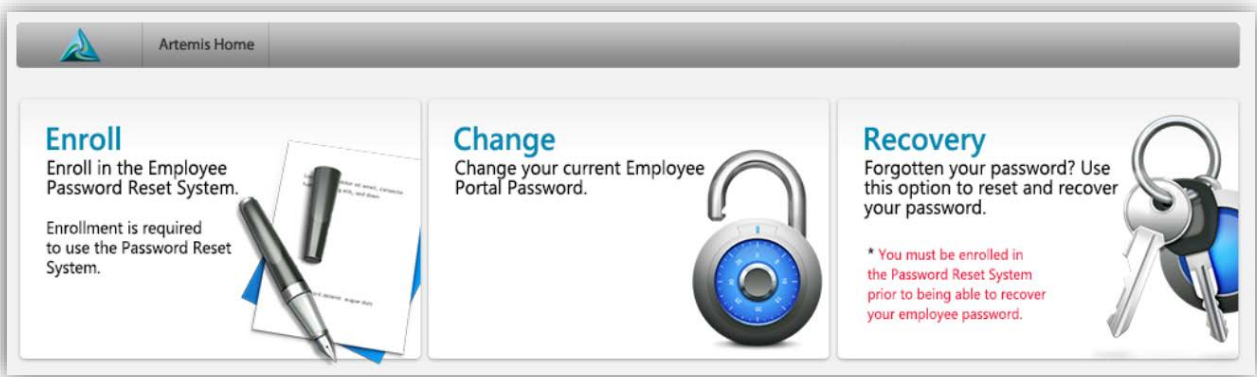
Change Address- Detailed Guide

Select the dropdown below your name. Choose the Change Address link under your name.
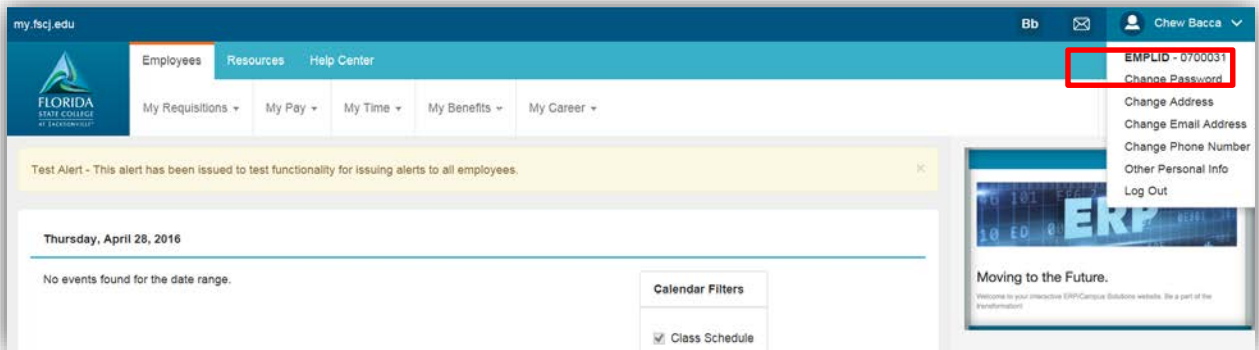
Use the Home and Mailing Addresses page to verify your address information and make any appropriate changes.

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.
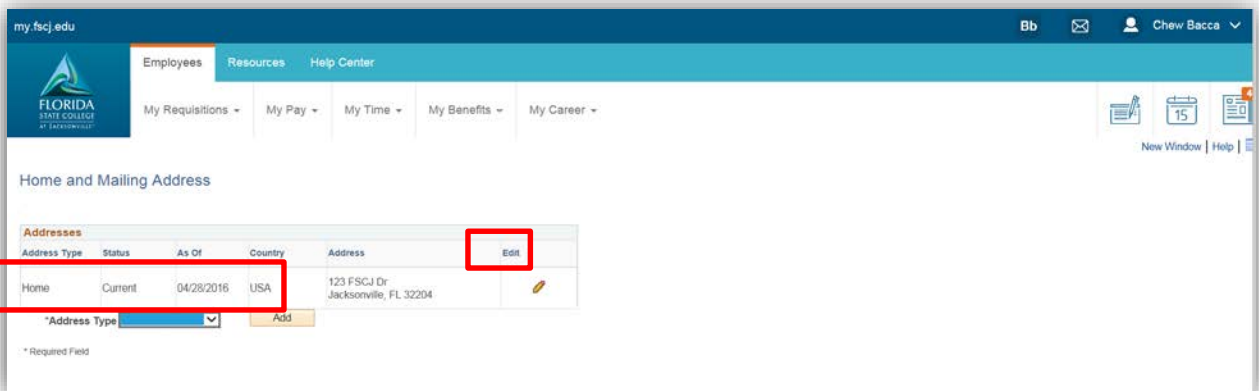
Change Email Address- Detailed Guide

Select the dropdown below your name. Choose the Change Email Address link under your name.
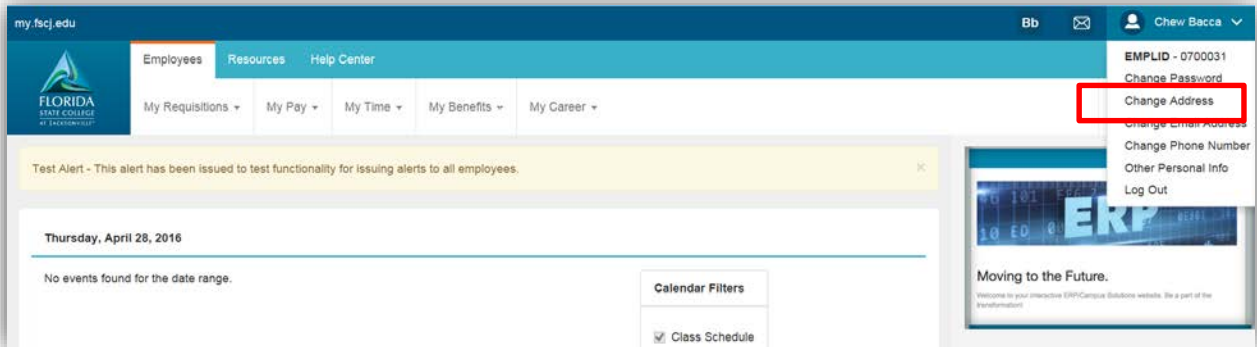
From the Email Addresses page you may view, add, update, and delete your email address. Select Save once changes are made.
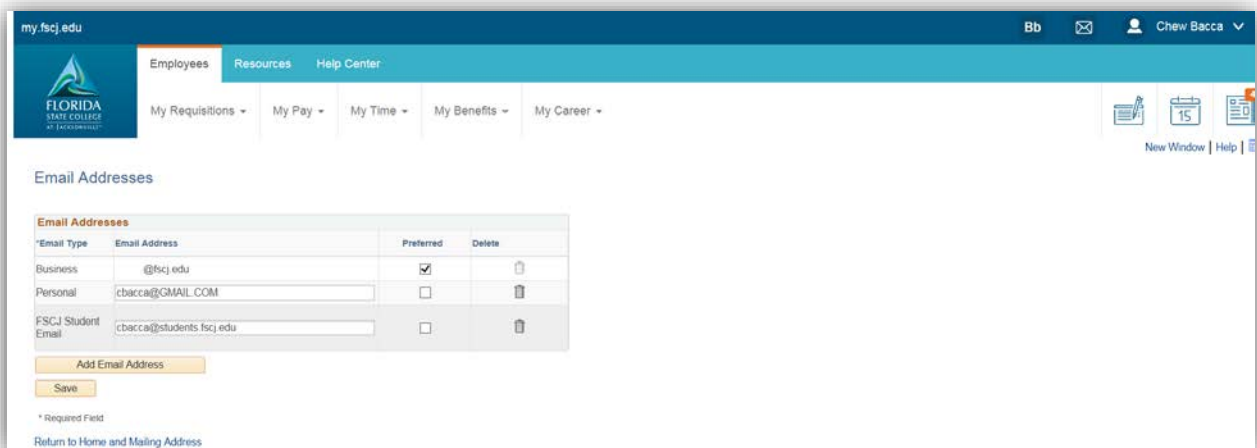
Change Phone Number – Detailed Guide

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.

Other Personal Info – Detailed Guide

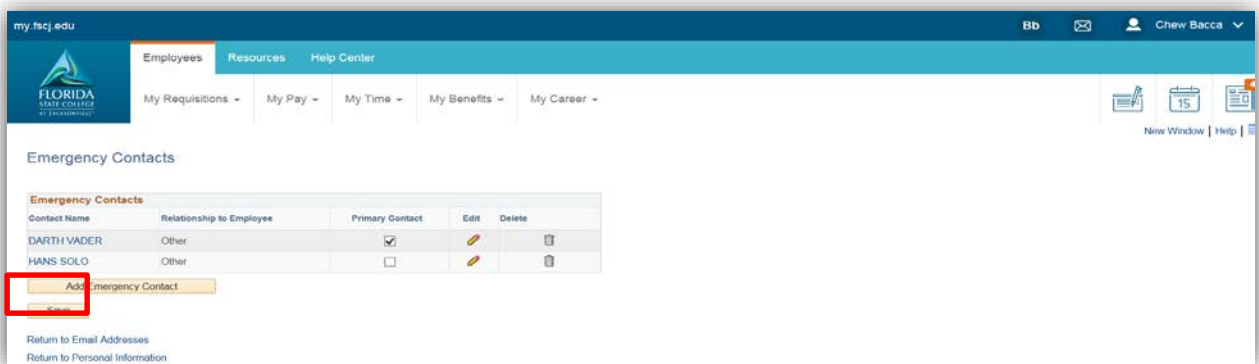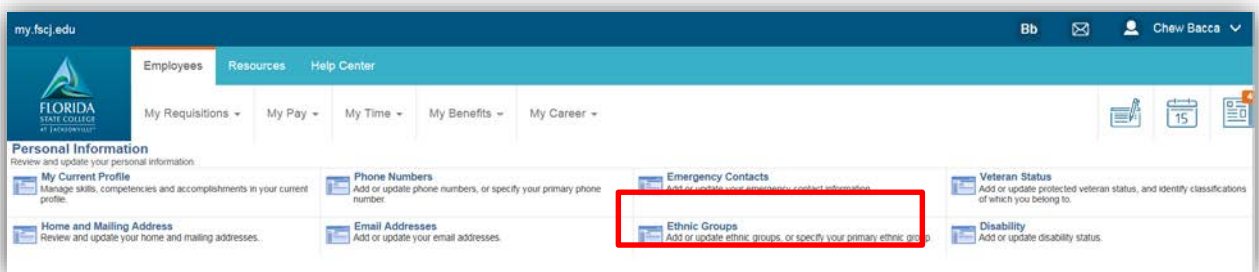Select the dropdown below your name. Choose the Other Personal Info link under your name.
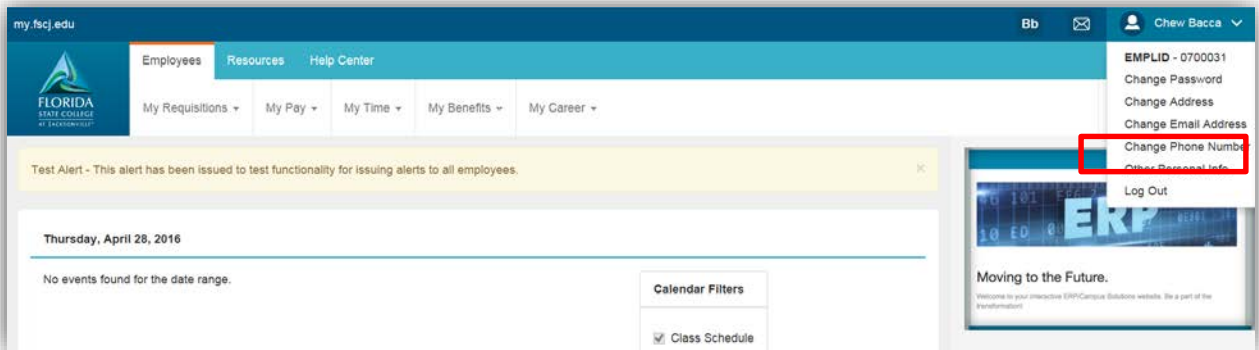
Other Personal Info will allow you to review and update additional personal information such as Emergency Contacts, Ethnic Groups, Veteran Status and Disability.
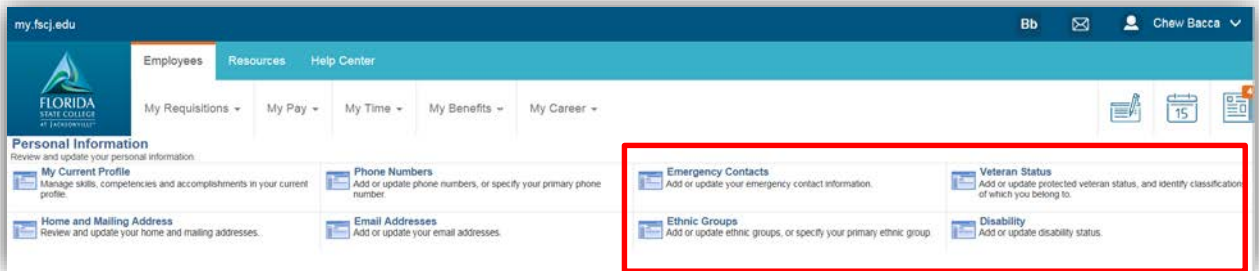
Other Personal Info – Emergency Contacts – Detailed Guide

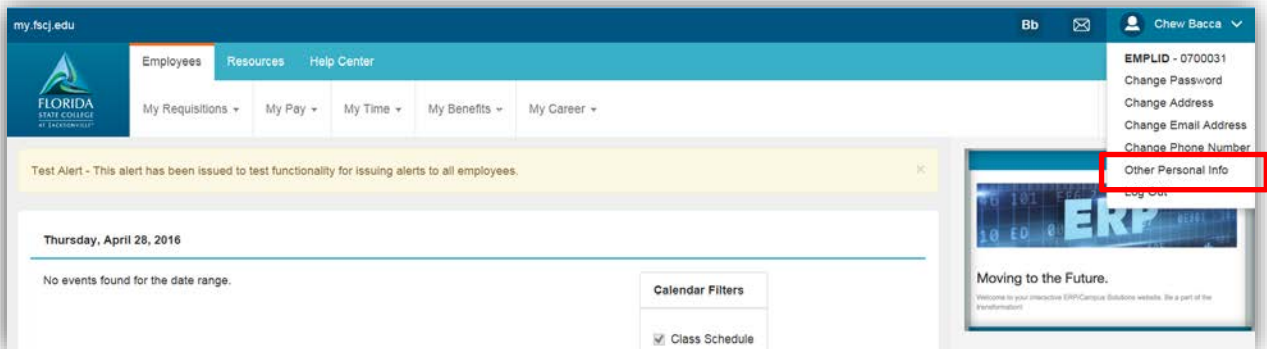Select the dropdown below your name. Choose the Other Personal Info link under your name.

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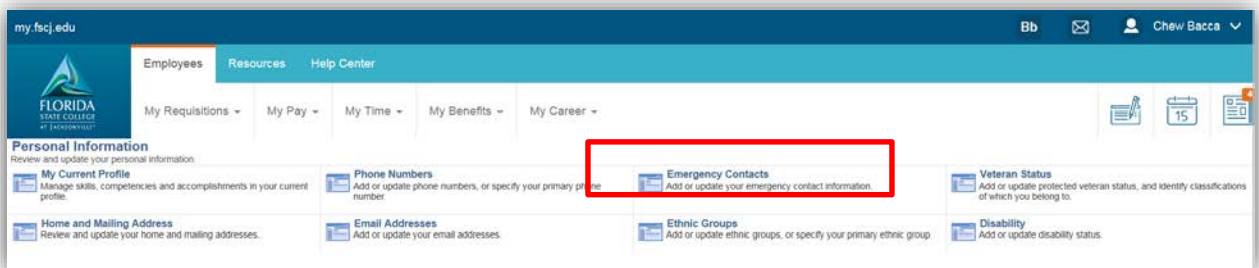
By clicking the Contact Name, you will be able to view your emergency contact's address and telephone information. If necessary, you may add a new emergency contact and select a primary contact as well.

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.
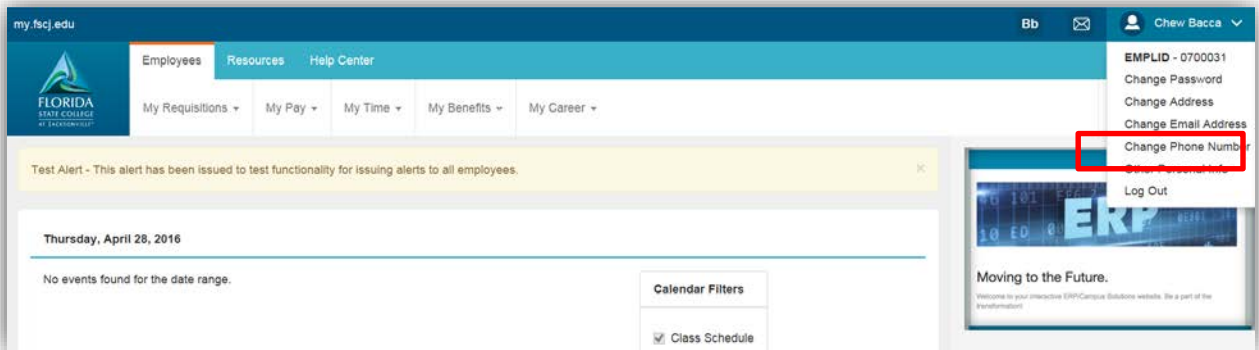
Select Ethnic Groups.

Use the Ethnic Groups page to view, add, update, and delete your ethnic group information. Select Save once changes are made.
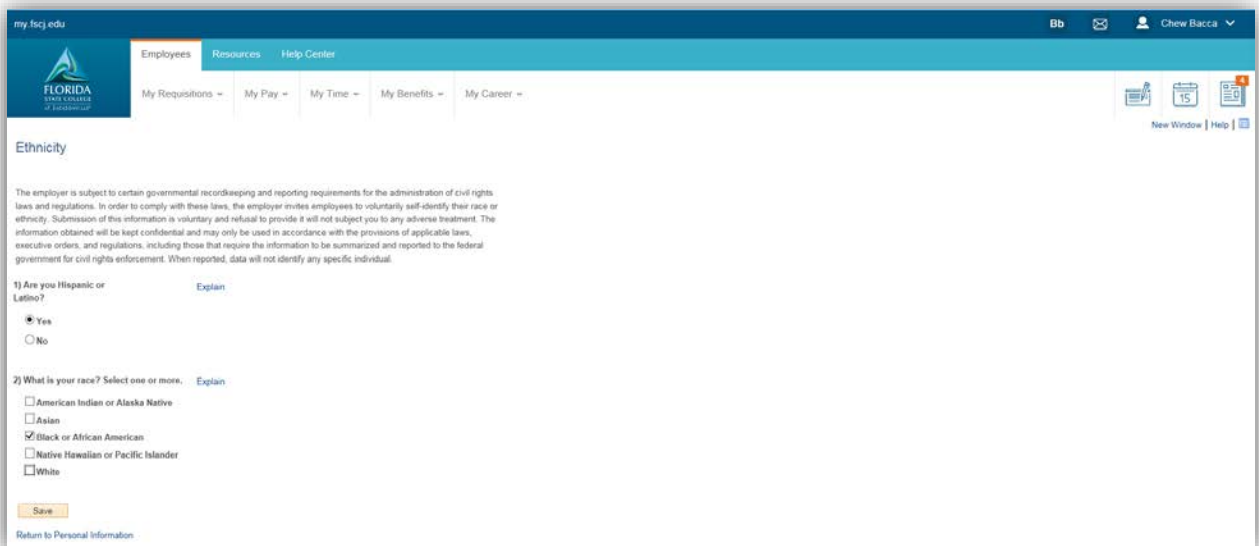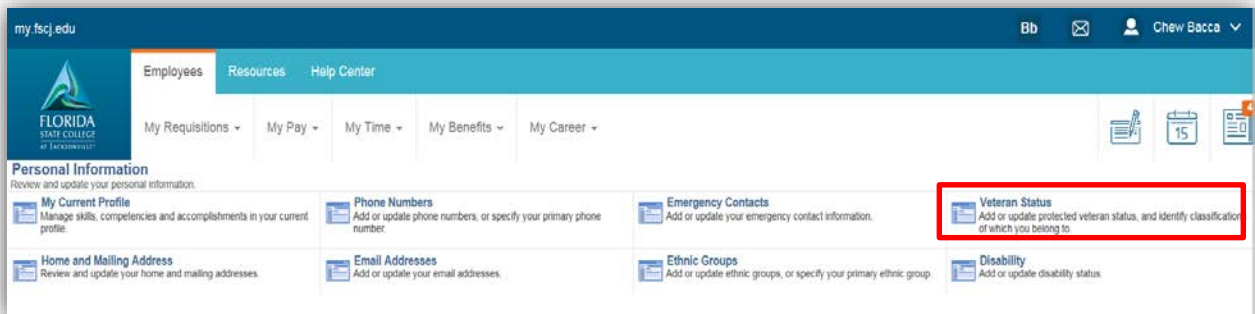
Other Personal Info – Veteran Status- Detailed Guide

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.
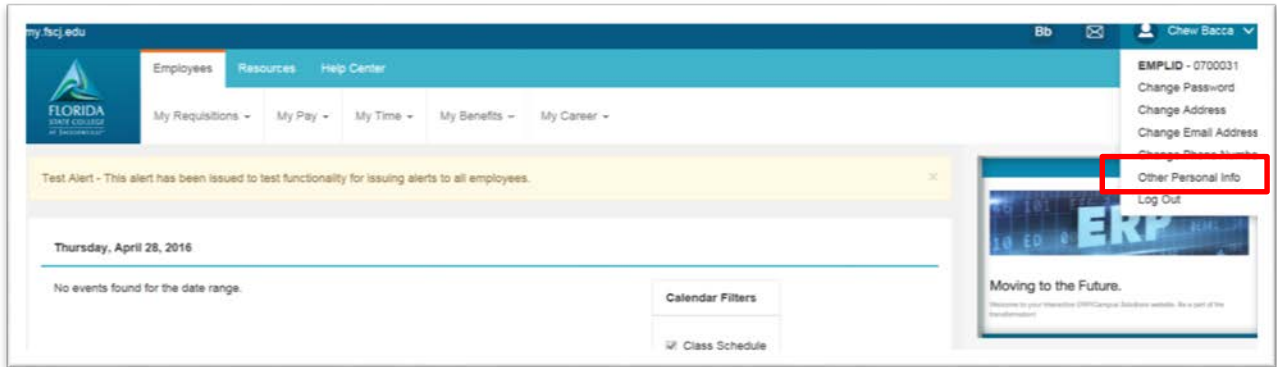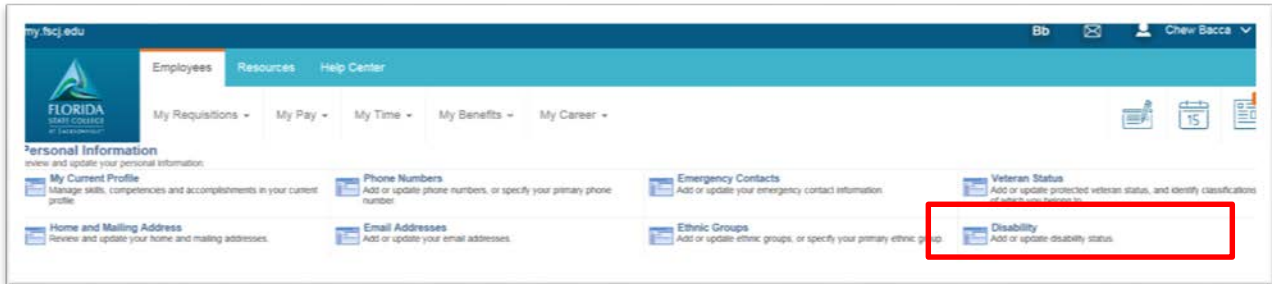
Other Personal Info – Disability – Detailed Guide

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.

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

Voluntary Self-Identification of Disability

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.[1] 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
- Deafness
- Cancer
- Diabetes
- Epilepsy

- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy

- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs

- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

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.

[1]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.

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