eProfile: Personal Information Summary

This document provides an overview of updating employee personal information using the self-service function available via My Akron, The University of Akron’s portal. This self-service application enables employees to view their current information and make updates as needed.

There is a tutorial which accompanies this document. Please visit the Software Training Services web site for a complete list of tutorials.

### Important Tips to Remember when working in My Akron

- **You will be logged out automatically after 20 minutes of inactivity**
- **Cookies must be enabled on your browser. If you need to enable cookies, please visit the following website:** [https://www.uakron.edu/training/ie.dot](https://www.uakron.edu/training/ie.dot)
- **If you experience difficulty in logging in and you have cookies enabled, clear the cache on your computer. For instructions on clearing cache, please visit the following website:** [https://www.uakron.edu/training/ie.dot](https://www.uakron.edu/training/ie.dot)
- **ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session**
- **Avoid using the browser’s Back button to navigate while in My Akron. Always use the links available on the page to navigate within My Akron. Keep in mind, you may need to use the scroll bar to view some of these links**
Access My Profile - Log in to My Akron

1. Navigate to My Akron. From the main page (http://www.uakron.edu) click the link for My Akron.

   ![My Akron Header](image)

   NOTE: You may also enter the url https://my.uakron.edu directly into the address bar of your browser.

2. Log in to My Akron with your UAnet ID and password:

   ![Login Form](image)

   Contact the Support Desk at 330-972-6888 if you have forgotten your UAnetID and/or password.
3. You are now logged in to the portal. The particular page shown below is the “My Page” tab. Clicking the **Home** hyperlink from within the portal will always return you to this tab (My Page).

4. Click the “**Faculty/Staff**” tab.
5. Notice the various options available under the My Profile heading under “Employee Services”.
View/Modify Personal Information Summary

Selecting the **Personal Information Summary** link will display all categories of personal information with the *exception of Education and Disability Status*. Therefore, if you wish to review all of your personal information clicking the **Personal Information Summary** link is the quickest method.

1. Access My Profile - Log in to My Akron, if you have not already done so.

2. Click the **Personal Information Summary** link.
3. Selecting the Personal Information link will display all of the personal information for an employee – except for Education and Disability Status. Use the scroll bar to view all of the information.

4. Changes can be made by clicking the change button for the specific category of information, such as the Change Name button to update the employee name.

5. The following legal documents are acceptable documentation for Name and Education changes: Marriage License, Divorce Decree, Driver’s License, Social Security Card, Diploma (for degrees), and Official Transcript.

6. Refer to the Software Training website for specifics on modifying the information for each category.

NOTE: Changes to Name and Education are not immediate – the appropriate documentation must be provided to Human Resources before the requested changes can be made. Changes in marital status do not require documentation UNLESS there is an accompanying change in benefits. For all other updates, the changes are immediate.
7. At the bottom of this page you will find “Employee Information” which includes gender, birth date, military status, etc.

If any of this information is incorrect please contact Human Resources at 330-972-7096.

NOTE: Highest Education level will indicate the highest education level completed.

For questions regarding Personal Information updates:
Staff, Faculty, Contract Professionals and Graduate Assistants call 330-972-7096
or e-mail Human Resources at: hr_info_services@uakron.edu