User Job Aid: Update Talent Profile Email and Contact Number Information

Purpose

The purpose of this job aid is to guide you through the step-by-step process of updating Contact Number information in your Talent Profile.

TMS 2.0 is scheduled to be released July 30, 2018. Some of the processes available to make logging in easier are:

- Direct access with your PIV
- Users set their own usernames
- PIN access by username (requires phone/email in Profile)
- Eliminate passwords

TMS 2.0 PIN Access:

- Your new TMS 2.0 username will be your email address, so it is critical to have that entered correctly in the current TMS.
- In addition to your username, TMS 2.0 will send you a one-time PIN to enable access with your initial log in. To receive that PIN, you need to have an accurate, current email address and/or phone numbers in the system.

In this job aid, you will learn how to:

- Update/add your email to your Talent Profile
- Set Work and/or Mobile phone numbers for your Talent Profile
Update Talent Profile Email and Contact Number Information

1. Select your name link from the TMS **MY Learning** page. This brings you to your **Profile** page.

2. Select the **Edit** icon 📝 for the **Contact Information** section.
3. **Edit/Add your Email Address.**

4. **Select the Save button.**
5. Select the Edit icon ✉️ for the **Contact Numbers** section.
6. Enter a **Contact Number**. Make sure your work number is a **direct line** to you, not a switchboard. If you work at one of our international offices, enter your numbers as needed and the correct description.

7. Enter a **Contact Description**. Use Work or Mobile for your description of the contact number.

8. Select the **Save** button.
9. Repeat steps 5-8 to add additional **Contact Numbers**.

You have successfully updated your **Contact Numbers**. If an existing **Contact Number** or **Description** is listed but incorrect:

10. Select the **Edit** icon next to your number to access the **Delete** button.

11. Update the incorrect **Contact Description** or

12. If the **Contact Number** is incorrect, select the **Delete** button to remove the **Contact Number**.
13. Select the OK button.

The incorrect Contact Number has been deleted.

14. Use steps 5-8 to input a correct Contact Number.