

# Quick Reference Guide

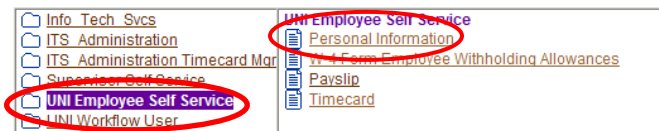
# View and Update Personal Information

## UNI E-Business Suite

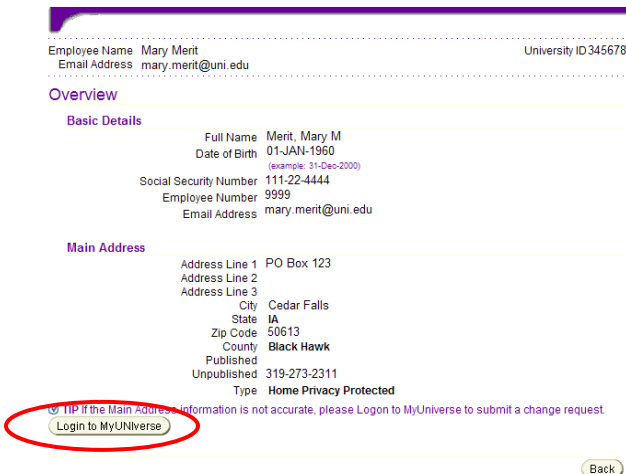
### VIEWING PERSONAL INFORMATION

1. Logon to My UNiVerse.
2. Click e-Business Login in the e-Business channel.
3. Enter your e-Business username and password.
4. Select UNI Employee Self Service

**Applications**



5. Click Personal Information to view.



### UPDATING PERSONAL INFORMATION

6. To update, click Login to MyUNiVerse in the lower left of the screen.
7. Enter your CatID to login.



8. Using the tabs, locate the information you would like to change.
9. Enter new information in the fields provided.
10. Click Save when finished.