The **Personal Information** in Oracle Cloud contains your employee record.

To access **Personal Information** from the **Navigator**:
- Click the **Navigator** (top left corner), expand the **Me** section, and then choose **Personal Information**.

To access **Personal Information** from your **Springboard***:
- Click on the **Personal Information** icon located in the **Me** section.

 (*Available when selected in your personalizations. Click the plus sign (+) icon to select options for your Springboard.)*

### Personal Information: Important Actions

- When you first receive access to Oracle, review your **Personal Details** and enter your mobile phone and/or personal email for **AlertVU**.
- Review your **Contact Information**, including **Family and Emergency Contacts**, and keep your information up-to-date any time it changes.
- As soon as you receive your **Vanderbilt email** (i.e., Work Email), add it to your **Contact Info** and indicate it as **Primary**.

| Your **Primary** contact information is indicated by check mark and will be listed in the **Directory**. |
| Select a category tile to view and/or update your information. |
| Click the +Add button or pencil icon to add or edit (respectively) information. |