

How to add or change your cell/mobile phone number in Ultipro

1. Log into Ultipro

2. Go to Menu/Myself/ click 'Name, Address, and Telephone'

The screenshot shows the 'MYSELF' section of the Ultipro user interface. The navigation bar at the top includes 'MENU', a heart icon, and 'MYSELF'. A dark purple sidebar on the left contains 'Home' and 'Inbox' options. The main content area is organized into several columns with various menu items. A red arrow points to the 'Name, Address, and Telephone' option under the 'Personal' category.

Personal	Jobs	Career Development	Benefits
Employee Summary	Job Summary	Available	Benefits Summary
Name, Address, and Telephone	Compensation	Current	Beneficiaries/Dependents
Status/Key Dates	Job History	Completed	Investments
Contacts	Reviews		PTO Plans
Emergency Contacts	Other Company Info		COBRA
Property		Pay	Health Care Eligibility
Private Info	My Onboarding	Current Pay Statement	1095-C
Other Personal Info	Career & Education	Pay History	Links
	Goals	YTD Summary	
	Competencies	Total Compensation	
	Personal Development	Direct Deposit	Open Enrollment
	Talent Profile	Income Tax	
	Licenses	W-2	Life Events
	Skills		Life Events
	Tests	Time Management	
	Previous Employment	Time Clock Entry	Documents
	Awards		Document
	Education		Acknowledgment

3. The following screen will appear and click on 'Add Alternate Phone Number'

MENU Myself Personal

Carenet Health
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To Do 1 | Help | Logout

Employee Summary Name, Address, and Telephone Status/Key Dates Contacts Emergency Contacts Property Private Info Other Personal Info Find...

Name, Address, and Telephone

edit | print | help

Name Primary Home Phone
Former last Phone
Marital status Primary Work Phone
Address Work extension
Primary e-mail
Alternate e-mail

Mailstop

Alternate Phone Numbers

Type ▲	Phone	Extension	Country	Country Prefix	Private	▼
No records found						

Things I Can Do

FOR THIS PAGE

- [Change Name, Address, or Telephone](#)
- [Add Alternate Phone Number](#)

FOR THIS TAB SET

- [Add Contact](#)

Quick Tours and Tips

- [UltiPro Navigation Overview](#)
- [Personal Section Overview](#)
- [Human Resources – Resources for Employees](#)
- [Enter Contacts Tour](#)

4. The “Add/Change Alternate Phone Number” screen appears and fill out the fields

Add/Change Alternate Phone Number

save reset cancel print help

Type	<input type="text" value="Cellular"/>	Select “Cellular”
Country	<input type="text" value="United States"/>	Select “United States”
Country prefix	<input type="text" value="United States"/>	Select “United States”
Number	<input type="text" value="{enter in cell phone number}"/>	{enter in cell phone number}
Extension	<input type="text"/>	
Private	<input type="text" value="Yes"/>	

Things I Can Do

FOR THIS TAB SET


- [Change Name, Address, or Telephone](#)
- [Add Alternate Phone Number](#)
- [Add Contact](#)

Quick Tours and Tips

- [UltiPro Navigation Overview](#)
- [Personal Section Overview](#)
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Then Click “Save”

5. The Alternate Phone Numbers section is now populated with your cell phone number.


MENU Myself Personal  To Do 1 | Help | Logout

Employee Summary Name, Address, and Telephone Status/Key Dates Contacts Emergency Contacts Property Private Info Other Personal Info Find...

Name, Address, and Telephone

 edit |  print |  help >

Name Primary Home Phone
Former last Primary Work Phone
Marital status
Address Work extension
Primary e-mail
Alternate e-mail
Mailstop

Alternate Phone Numbers 

Type ▲	Phone	Extension	Country	Country Prefix	Private	▼
No records found						

Things I Can Do

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- [Add Alternate Phone Number](#)

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6. If a number is already in this section and needs to be updated click on the phone number

MENU Myself Personal

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To Do 1 | Help | Logout

Employee Summary | Name, Address, and Telephone | Status/Key Dates | Contacts | Emergency Contacts | Property | Private Info | Other Personal Info | Find...

Name, Address, and Telephone

edit | print | help

Name Primary Home
Former last Phone
Marital status Primary Work
Address Phone
Work extension
Primary e-mail
Alternate e-mail

Mailstop

Alternate Phone Numbers [\(123\) 456-7890](#)

Type	Phone	Extension	Country	Country Prefix	Private
No records found					

Things I Can Do

FOR THIS PAGE

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- [Add Alternate Phone Number](#)

FOR THIS TAB SET

- [Add Contact](#)

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7. The following screen will appear:

MENU Myself Personal **Carenet Health** Engaging. For the better.™ To Do 1 | Help | Logout

Employee Summary Name, Address, and Telephone Status/Key Dates Contacts Emergency Contacts Property Private Info Other Personal Info Find...

Add/Change Alternate Phone Number

save reset cancel print help

Type • Cellular
Country • United States
Country prefix
Number • (123) 456-7890
Extension
Private Yes

Things I Can Do
FOR THIS TAB SET
[Change Name, Address, or Telephone](#)
[Add Alternate Phone Number](#)
[Add Contact](#)

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8. Update the number and then click Save:

MENU Myself Personal **Carenet Health** Engaging. For the better.™ To Do 1 | Help | Logout

Employee Summary Name, Address, and Telephone Status/Key Dates Contacts Emergency Contacts Property Private Info Other Personal Info Find...

Add/Change Alternate Phone Number

save reset cancel print help

Type • Cellular
Country • United States
Country prefix
Number • (987) 654-321
Extension
Private Yes

Things I Can Do
FOR THIS TAB SET
[Change Name, Address, or Telephone](#)
[Add Alternate Phone Number](#)
[Add Contact](#)

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Then Click "Save"