

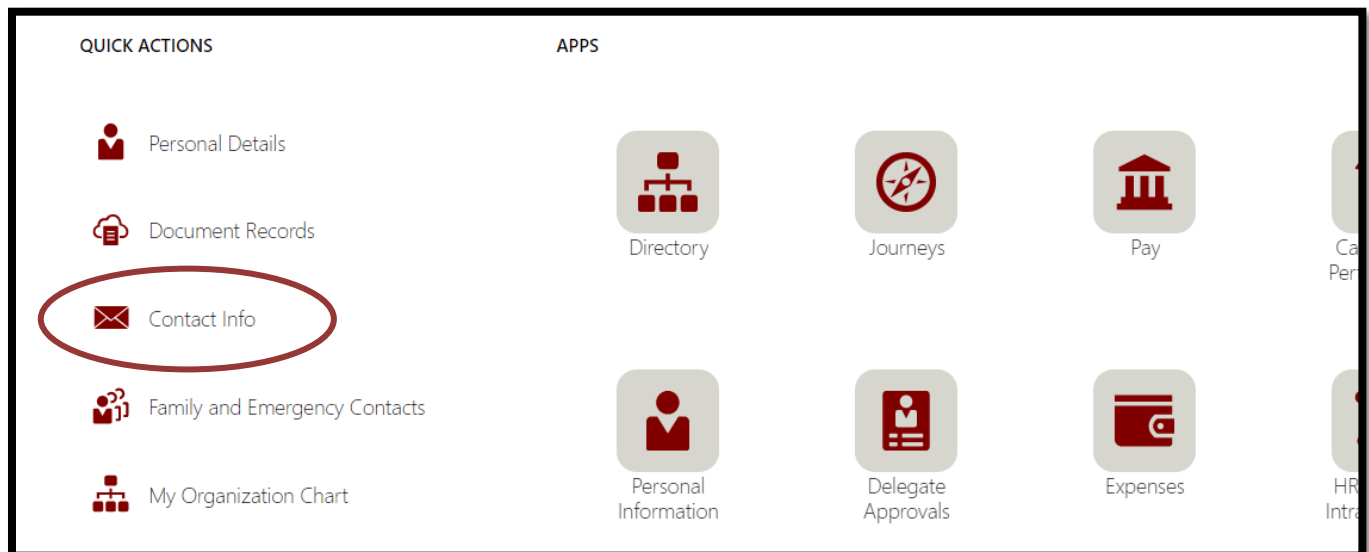
Entering Contact Information in Oracle Cloud

Summary

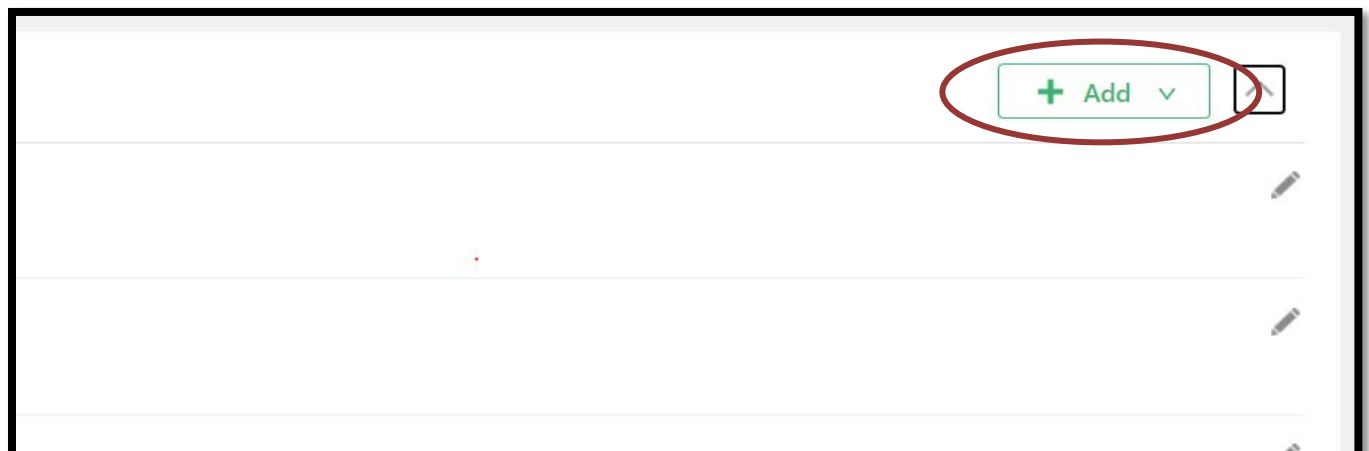
Enter your work and personal contact information in the Contact Info page in Oracle Cloud. In case of emergency, the emergency notification system, *Everbridge*, will alert you using this information.

Step by Step

1. From the Hospitals' intranet home page (<https://home.uchicagomedicine.org>), click the **Oracle** quick link maroon box in the middle of the page. Click on the link for Oracle Cloud.
2. Once you get to the Oracle Cloud landing page, click **Contact Info** on the left column under Quick Actions.

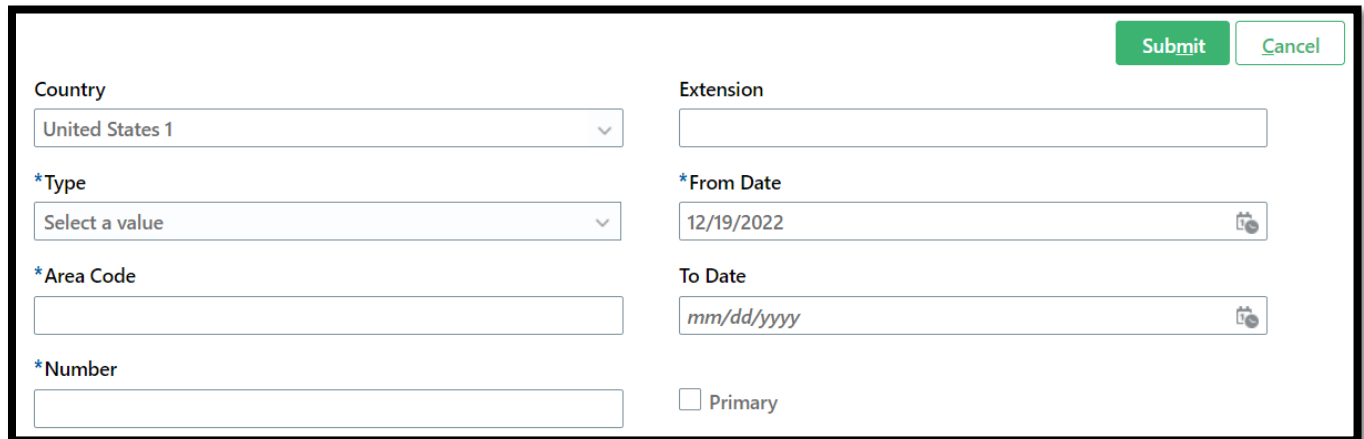


3. Under Communication, ensure that Work Phone and Work Email are correct. This information is required. If you need to edit this information, click the pen icon to make any changes.
4. To add additional phone numbers, click + **Add** at the top right corner of the box and click **Phone Details**.



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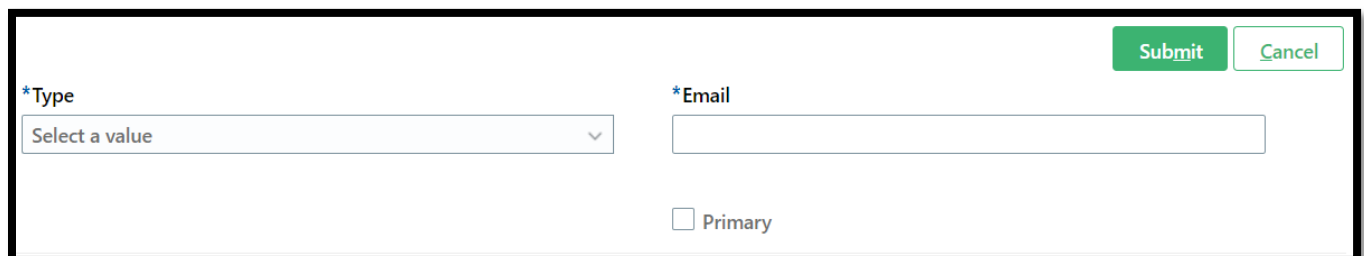
- To add a **Work Mobile Phone** and/or **Personal Cell**, select the appropriate category under Type and enter the area code and number in the appropriate fields. Click **Submit** at the top of the screen. If you would like to add both, you will have to do this two times.



The screenshot shows a form for adding a mobile phone. It includes the following fields and controls:

- Country:** A dropdown menu with "United States 1" selected.
- Extension:** A text input field.
- *Type:** A dropdown menu with "Select a value" selected.
- *From Date:** A date picker with "12/19/2022" selected.
- *Area Code:** A text input field.
- To Date:** A date picker with "mm/dd/yyyy" selected.
- *Number:** A text input field.
- Primary:** An unchecked checkbox.
- Submit** and **Cancel** buttons are located at the top right.

- If you have a **Pager**, you can enter your full 10-digit pager number under the Phone Details as well. Select the appropriate category under Type and enter in the 10-digit pager number under area code and number. You can find your full pager number on the back of your pager or in the Paging Directory. Click **Submit** at the top of the screen.
- To add a **Home Email** address, click + **Add** at the top right corner of the box and click **Email Details**. Select the appropriate category under Type and enter in your home email address in the field. Click **Submit** at the top of the screen. Do not click the box next to Primary.



The screenshot shows a form for adding a home email address. It includes the following fields and controls:

- *Type:** A dropdown menu with "Select a value" selected.
- *Email:** A text input field.
- Primary:** An unchecked checkbox.
- Submit** and **Cancel** buttons are located at the top right.

- When everything looks correct on your screen, you are finished. You can close the window or click the back arrow at the top of the screen to go back to the Oracle Cloud home page.