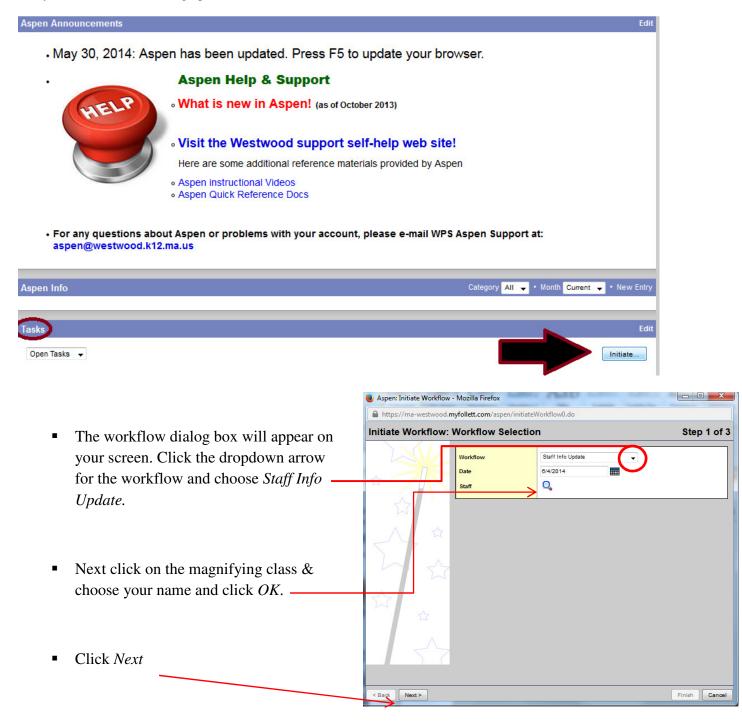
STAFF INFO UPDATE

Instructions for changing your address, phone, & e-mail contact information

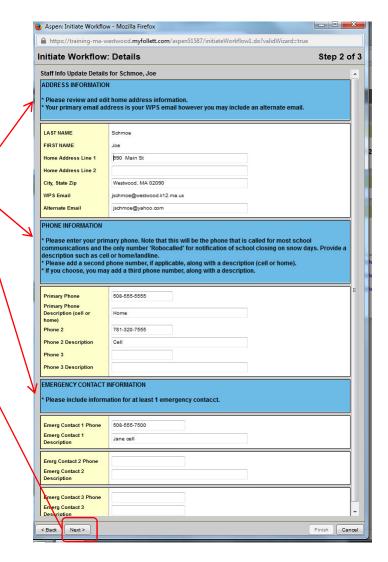
• On your 'Home' page in Aspen go to the Tasks widget and click on the initiate button. (Note: your screen may look different from this graphic.)



 On the next screen you can edit/add your address, e-mail, & phone information.
NOTE: this screen will appear as a shorter box so you will have to scroll down to see all the fields.

 Please read the instructions in the blue boxes above each section for specific instructions.

• When finished click *Next* in the bottom left corner of the dialog box.





• Then click *Finish* in the bottom right of the dialog box.

Please note that you will not see the changes instantly, there is a bit of human interaction needed by an Aspen administrator to post the data to your record. You will normally see the changes within a day.