PeopleSoft V9.1

Viewing and Updating Your Phone Number(s)

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From the PAWS Employee Portal (https://paws.augusta.edu), select the SoftServ Icon from the Quick Access Bar.

Log in using your AU NetID and Password. This will be the same ID and Password that you use to log into Outlook.

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PEOPLESOFT ENTERPRISE

User ID:

Password:

Sign In

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	

You have successfully accessed SoftServ. Navigate to Personal Information so that you may update your phone number(s).

Main Menu > Self Service > Personal Information > Phone Numbers

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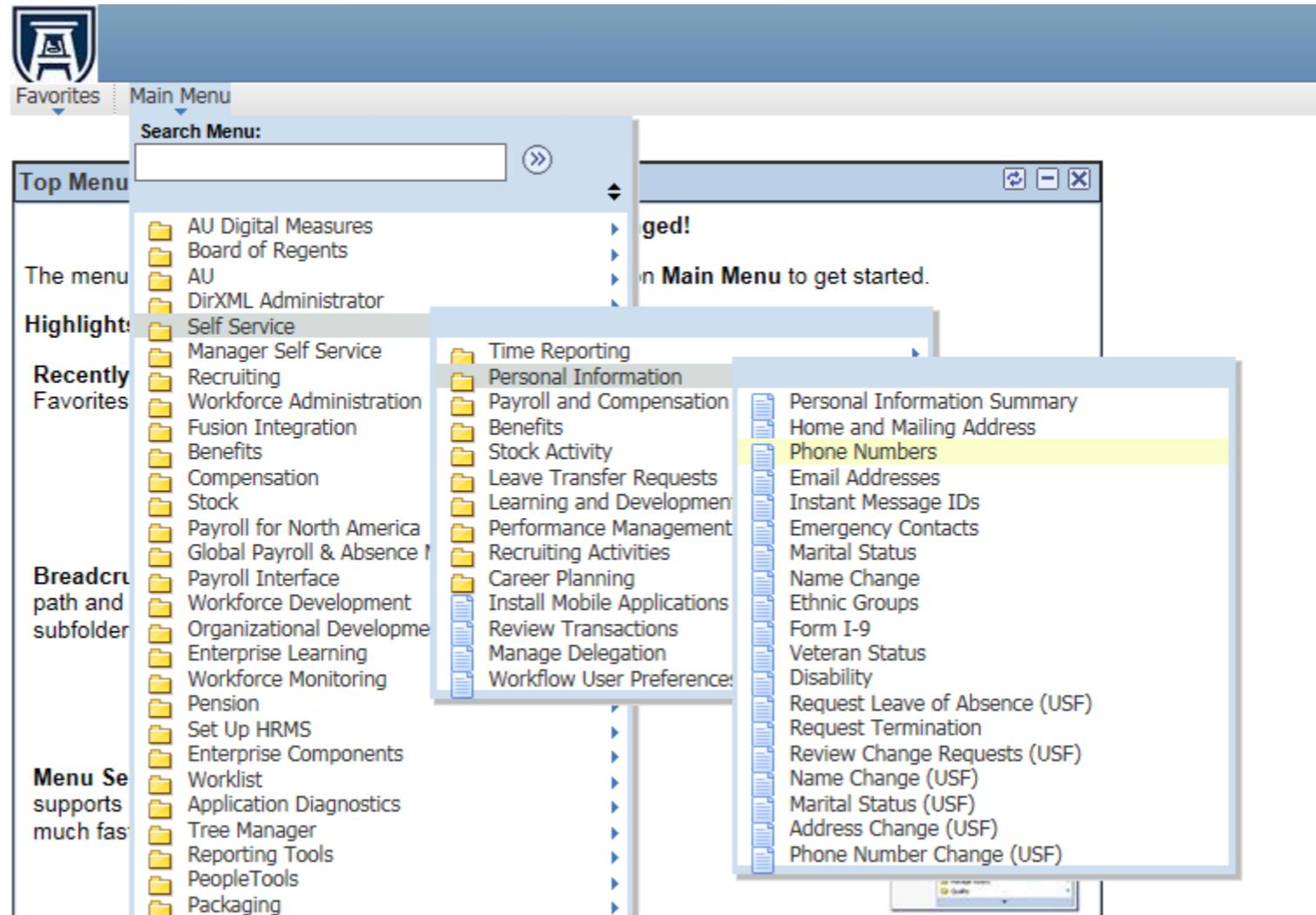
To update an existing phone number, enter the new number in the existing field in which is needs to be changed. Select "Save". To add a new phone number, please proceed to next slide.

Select "Add Phone Number".

Favorites | Main Menu > Self Service > Personal Information > Phone Numbers

Phone Numbers

Cathy Carver-Parker

Enter your phone numbers below.

Phone Type Descriptions

Phone Numbers

Phone Type	*Telephone	Extension	Preferred	Delete
AU Alert	706/333-4444		☐	🗑
Campus	706/721-0697		☐	🗑
Home	706/222-3333		☐	🗑
Main	706/222-3333		☑	🗑

Add Phone Number   Enter phone number in the format of: xxxxxxxxxx (ex. 7065551111)

Save

* Required Field

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A new line will automatically be inserted. Select the appropriate Phone Type by choosing the down arrow.

Enter the new telephone number. Select "Save". You have successfully added a new phone number to your personal information.