

Editing your Personal Profile

As of 1/5/2023

Background

This process can be used to update some personal information, such as your preferred name and gender identification, relating to your personal profile. Items that cannot be edited through this process are:

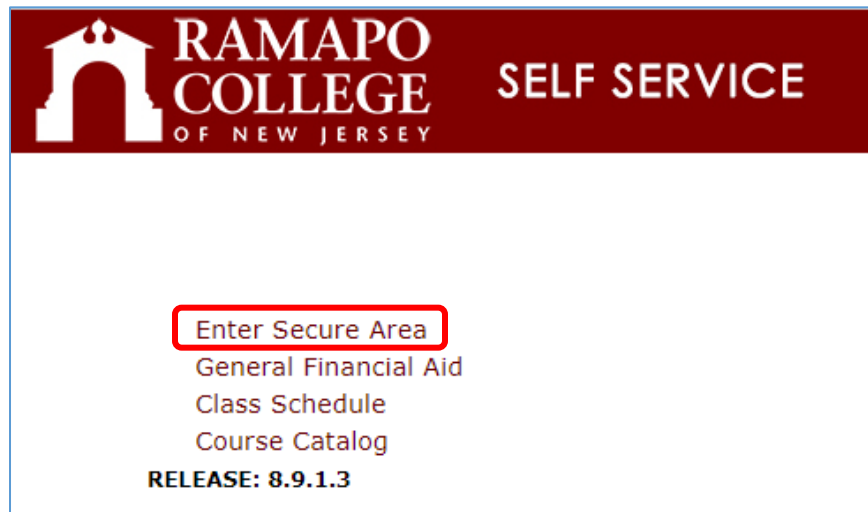
- First Name, Middle Name, Last Name, DOB, Legal Sex
- Permanent Legal Residence Address
- Ramapo College email address
- Campus Directory Phone Number
- Business or Work Phone Number
- Ethnicity and Race
- Veteran Classification

Note: A request to change legal name, legal sex, legal residence, or date of birth in the system must be made through the People Operations and Employee Resources Department (POERD). Contact information can be found here:

<https://www.ramapo.edu/poerd/>

Steps

1. Go to Web Self Service
https://ssba.ramapo.edu:8443/myssb/twbkwbis.P_GenMenu?name=homepage&accessibility=true
2. Click Enter Secure Area



3. Enter your Ramapo username (without @ramapo.edu) and password (same as your Ramapo Gmail account)

RAMAPO COLLEGE OF NEW JERSEY Single Sign-On Server

SIGN IN

Username

Password

Remember me on this computer

SIGN IN

4. Click on the Personal Information tab, or Personal Information link

Personal Information Student Services & Financial Aid Faculty Services Employee

Search Go

Main Menu

Personal Information
Update contact information; review name or social security number change information; Change your PIN.

Student Services & Financial Aid
Register, View your academic records; Account Summary, Make a Payment, Payment Plan; Financial Aid

Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

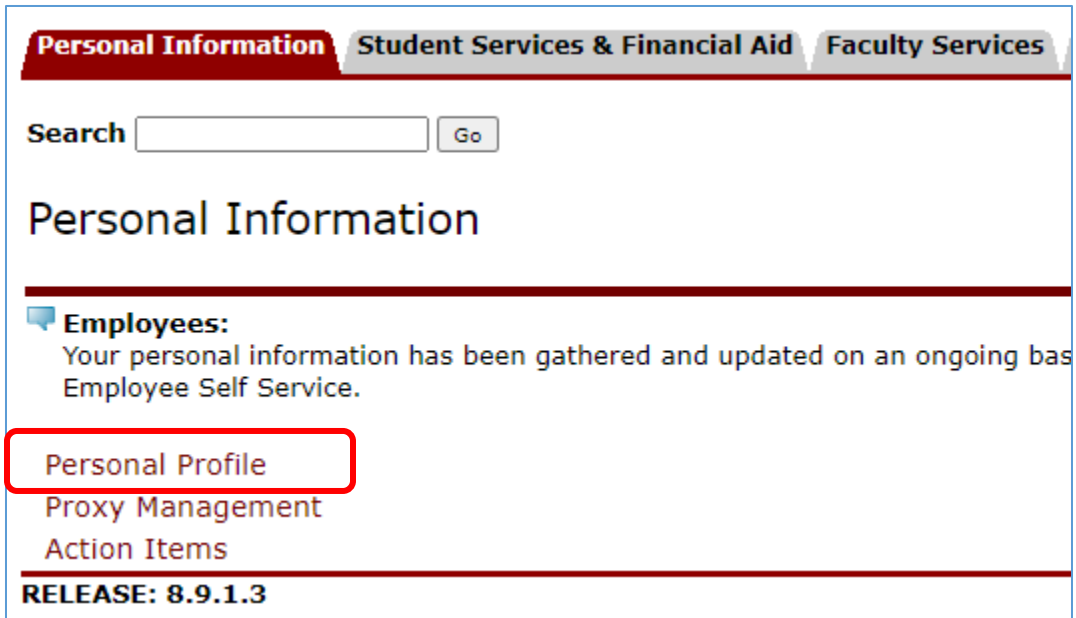
Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.

WebTailor Administration
Customize the Web pages for your institution; Update user roles.

Finance
Create or review financial documents, budget information, approvals.

RELEASE: 8.9.1.3

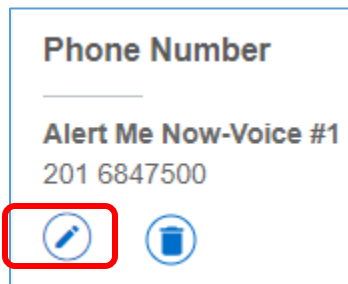
5. Click Personal Profile. This should open a new tab.



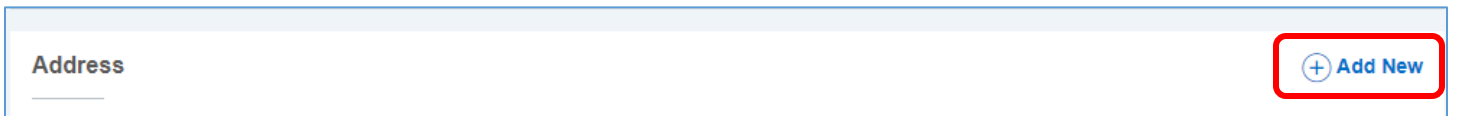
6. To edit information that is updateable, click on the pencil corresponding to the item in question.
- a. Example 1 – to edit your personal information, click on the pencil next to the header
 - i. Reminder: A request to change legal name, legal sex, legal residence, or date of birth in the system must be made through the People Operations and Employee Resources Department (POERD).



- b. Example 2 - To update the Alert Me Now phone number, click on the pencil icon corresponding to that field. See below. Most updateable fields will have this method to edit the field.



7. To add a new phone number, address, or any other updateable block, click Add New corresponding to the appropriate field type



- a. Fill out the corresponding fields, then click Add

Add Phone Number ✕

Phone Type

Select Phone Type ▾

Phone Number

Area Code Phone Number Extension

International Access Code and Phone Number

International Phone Number

Primary Unlisted

Add

Add Address ✕

Type of Address Valid From Valid Until

Select Address Type ▾ MM/dd/yyyy 📅 MM/dd/yyyy 📅

Address Line 1 **Address Line 2** **Address Line 3**

Enter Address Line 1 Enter Address Line 2 Enter Address Line 3

Address Line 4 **City** **State/Province**

Enter Address Line 4 Enter City Select State ▾

County **Zip/Postal Code** **Country**

Select County ▾ Enter Zip Code Select Country ▾

Add

8. Once you click Add, your changes will be saved.

Additional Notes:

For more detailed information on how to update AlertMeNow contact information, please visit the process here: <https://www.ramapo.edu/its/files/2022/10/Alert-Me-Now-Signup-Instructions.pdf>