Oracle Fusion

Employee Guide
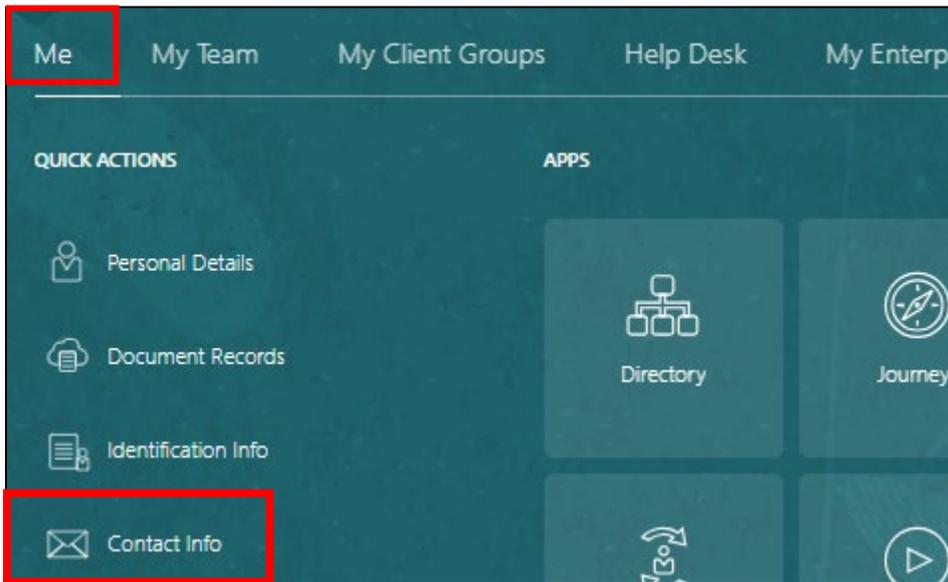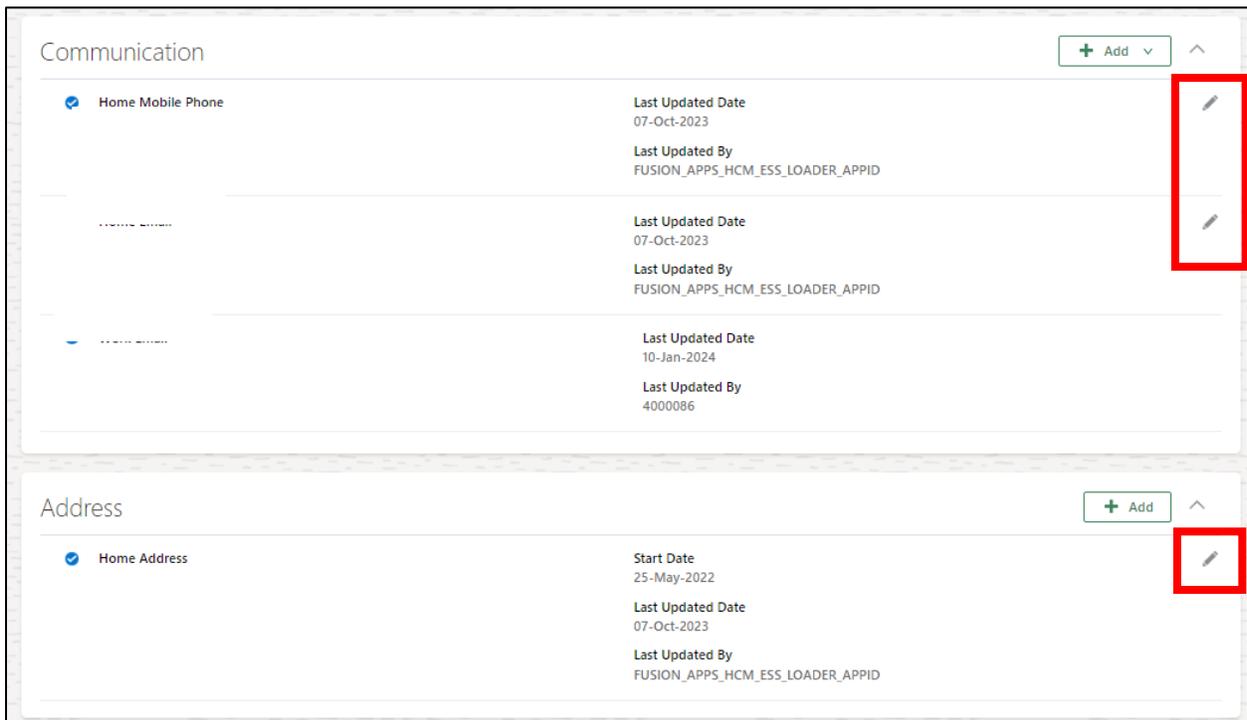### How to view and amend contact details

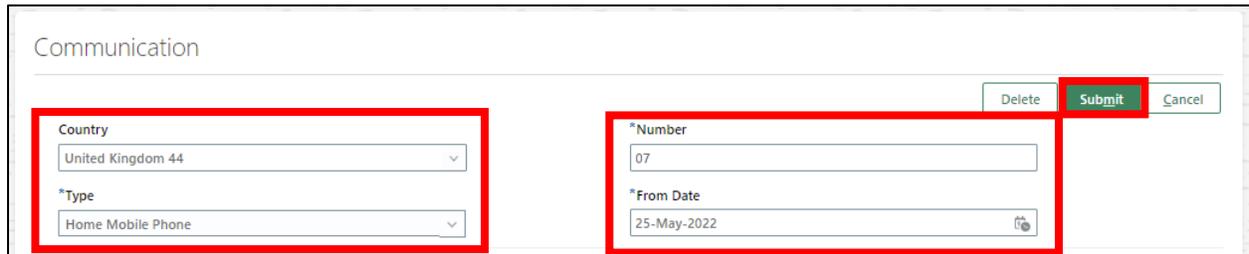To amend your contact information on Oracle Fusion, click on the "Me" tab then "Contact Info".

Your contact details will be shown when the page opens. You can edit these by clicking on the pencil icon.

You can edit any data you need to, once you have made the relevant changes you need to click on "Submit".

Note: - Please ensure you update the "From date" from when the change should become effective from.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk