



UPDATING PERSONAL INFORMATION QUICK REFERENCE CARD

You have the ability to view, and sometimes edit, your personal information stored in DMHR*Si*. Some information is fed from your Service source system(s) and cannot be updated in DMHR*Si*. If information can be edited, an “Add” or “Update” button will appear next to the data fields. The employee can submit request for updates, but in many cases the manager (supervisor) will need to approve the update before it is applied.

There are several groupings of information:

- Personal Information: demographics (view only); phone numbers, address, contacts - updateable
- Special Information:
 - Family Care Plan, Family Information, Off Duty Employment and Other Duties (updateable, however if you update this information in DMHR*Si*, it is not automatically updated in the source system. You still need to follow your service process to have the source system updated).
 - Deployable, Readiness and Security information (view only)
- Extra Information: information from source systems (view only)
- Employee Reviews (view only)
- Competence Profile (view only)

1. Log onto DMHR*Si* - <https://dmhrsi.satx.disa.mil>. Click the Apps Logon Links hyperlink from the left side. Click the E-business Home Page link. Enter your user name and password and click the “Login” button.
2. Select DMHR*Si* Employee Self Service from the “Navigator” page.
3. Select one of the menu options for your personal information from the “DMHR*Si* Employee Self Service” menu.
4. Click on the “Add” or “Update” button to submit a request for update.
Note: When updating contact information you must enter a person type of “contact.”
5. Enter or update the information as necessary.
6. Once information is entered, click the “Next” button to review the information and submit it.
Note: After you submit the information, you will see a *Confirmation* notice.

Note to Managers: Since you have access to your own record, plus those of the employees whom you manage/supervise, you can review and/or update specific information on any of these records.