

Use this task to update your Social Security Number (SSN).

Dashboard Navigation:

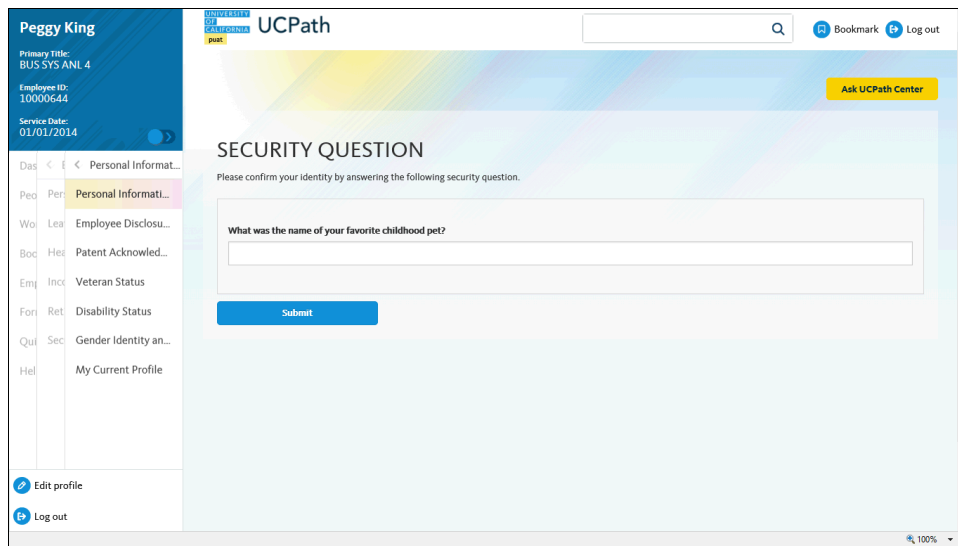
Personal Information > **Personal Information Summary**


or

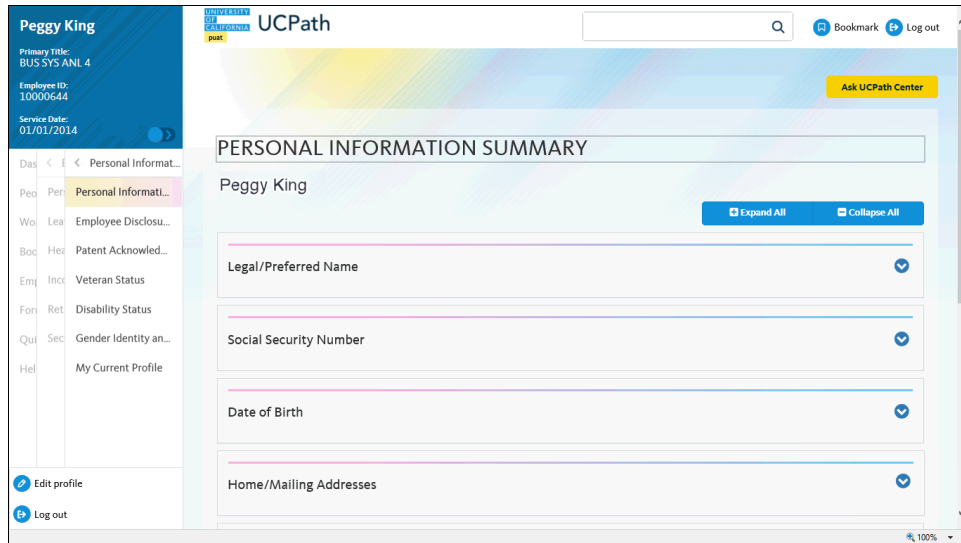
Menu Navigation:


Employee Actions > Personal Information > **Personal Information Summary**

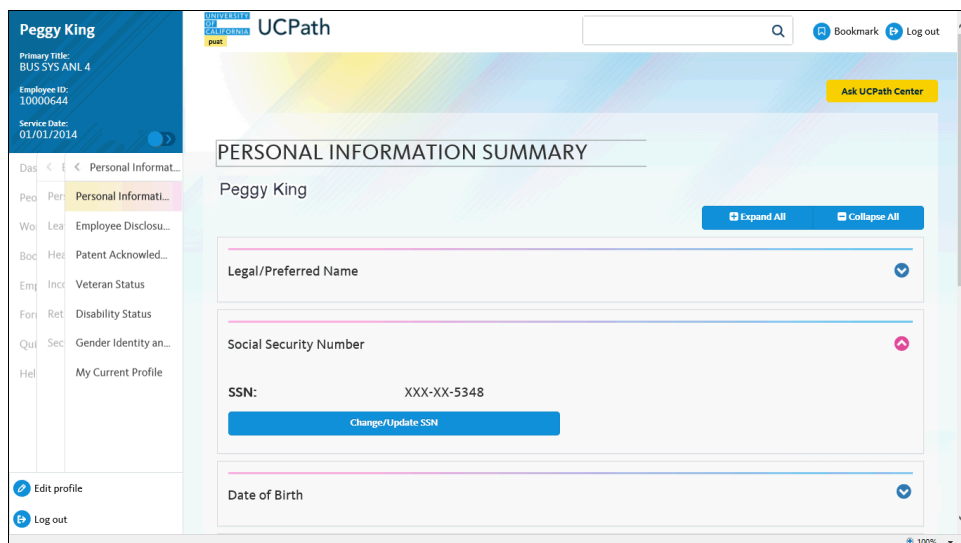
Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



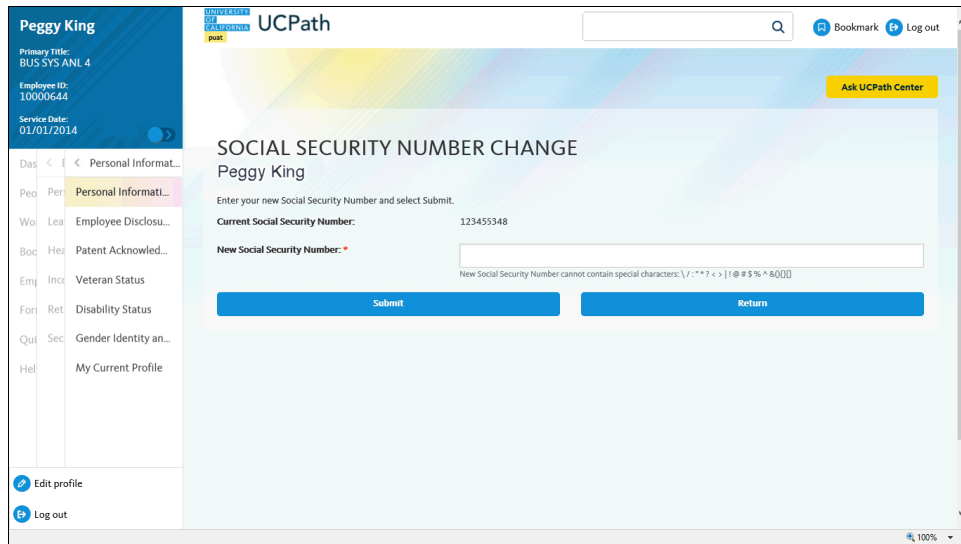
Step	Action
1.	<p>Before you change personal information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile.</p> <p>Validation is skipped for those employees without an SSN, or who have been assigned a Derived Default ID. After SSN update approval, security question set up will be required with the next log in.</p> <p>For this example, click in the What was the name of your favorite childhood pet? field.</p>
2.	<p>Enter the requested information into the Security Question field.</p> <p>For this example, enter Billy.</p>
3.	<p>Your answer appears as a series of dots.</p> <p>Click the Submit button.</p> 



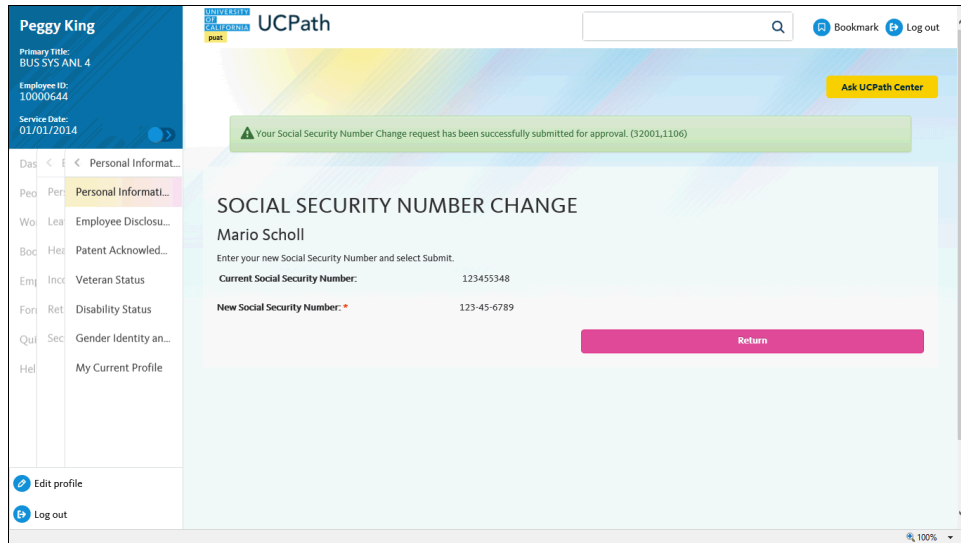
Step	Action
4.	<p>If you answer the question correctly, UCPATH displays the Personal Information Summary page, and you can now make your changes.</p> <p>If you answer incorrectly, an error message appears. You have <u>three attempts</u> to answer this question correctly. After three incorrect answers, UCPATH displays the Security Questions Setup page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity. Security questions and answers can also be updated.</p>
5.	<p>In this example, update your Social Security Number.</p> <p>Click the Expand Social Security Number button.</p> 



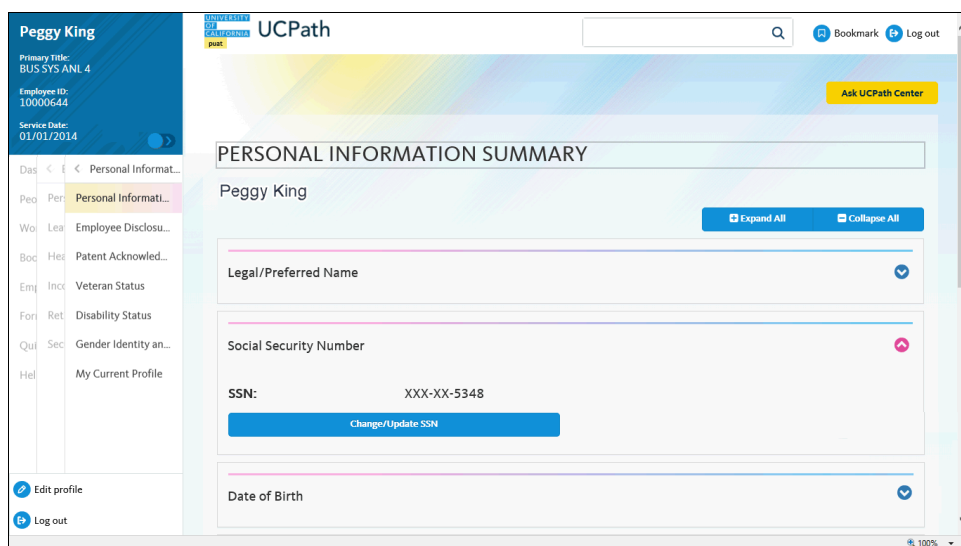
Step	Action
6.	The current Social Security Number displays, with the first five numbers masked.
7.	In this example, update your Social Security Number . Click the Change/Update SSN button.



Step	Action
8.	Use the Social Security Number Change page to update your SSN number. Number format and validity are checked before SSN change requests are submitted Carefully read the information below the New Social Security Number field. The new SSN must be made up of nine numbers without any special characters. It can contain dashes, but they must be in the correct positions: 999-99-9999 . Do not use this page to change National ID numbers. Errors display and prevent update. Do not enter Individual Tax Identifier Numbers here. These numbers start with a "9". Errors display and prevent update.
9.	Click in the New Social Security Number field.
10.	Enter the desired information into the New Social Security Number field. This is a required field. For this example, enter 123-45-6789 .
11.	Click the Submit button.



Step	Action
12.	<p>New SSN changes that pass the format test become submitted requests.</p> <p>The review process typically takes 2-3 business days. Name, date of birth and SSN must all be validated before new SSN updating is accepted.</p> <p>Until accepted, the SSN remains the same.</p> <p>A submission email is sent to the primary email address on your account.</p>
13.	Click the Return button.



Step	Action
14.	<p data-bbox="391 275 1036 306">You have updated your Social Security Number (SSN).</p> <p data-bbox="391 342 1333 407">Upon completion of the review and verification process, an approved email notification, or a denied email notification is sent to your primary email address.</p> <p data-bbox="391 443 992 474">Upon approval, your SSN is automatically updated.</p> <p data-bbox="391 510 1333 575">Denials are typically due to mismatches between SSN and name, date of birth or the entry of an invalid SSN.</p> <p data-bbox="391 575 618 606">End of Procedure.</p>