



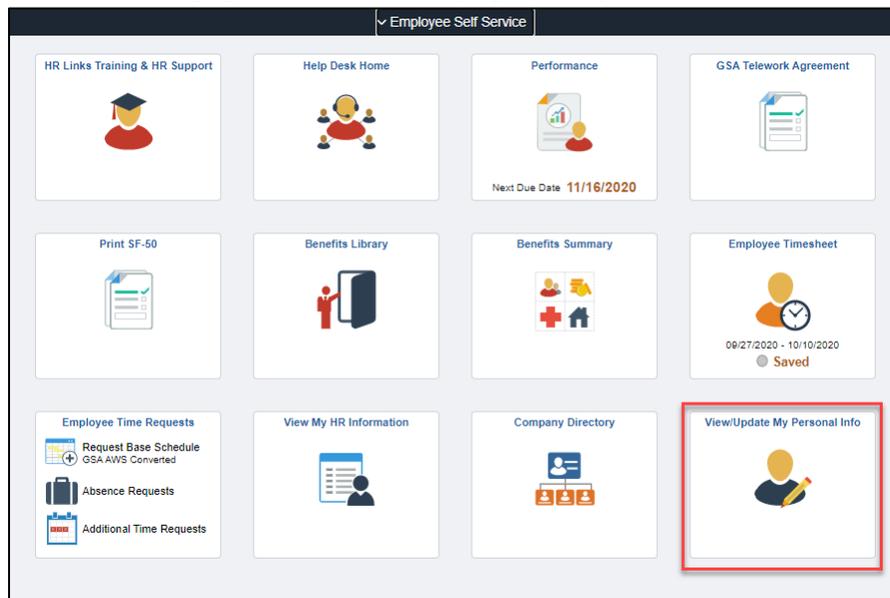
Entering/Updating Your Work and Personal Phone Numbers

[Enter Personal and Work Phone Numbers](#)

[Choose Contact Information Visible on GSA.GOV](#)

Enter Personal and Work Phone Numbers

1. From the HR Links homepage, select the **View/Update My Personal Info** Tile.



2. From the **View/Update My Personal Info** page, select **Phone Number Change (USF)**.





3. From the **Phone Number Change (USF)** page, select the applicable **Phone Type** from the table below. **DO NOT CHOOSE ANY PHONE TYPES OTHER THAN THOSE SHOWN IN THE TABLE BELOW** or your changes will not flow to other GSA systems.

Phone Type	Description
Business	Work Phone Number
Business Mobile	Work Cell Number
FAX	Work FAX Number
TTY	Work TTY (TeleTYpe) Number
Home	Home Phone Number
Mobile	Personal Cell Phone Number

Enter your Business or Business Mobile phone; otherwise, you will not have a phone number in the [GSA Employee Directory on InSite](#).

4. Enter the phone number in the **Telephone** field.

Phone Type	Format	How to Enter
Domestic (U.S. Phone Number)	XXX/XXX-XXXX	Enter the 10-digit phone number. HR Links will format it for you.
International Phone Number	+XXX.YYYYYYYYYY	Include a + sign before the number. Insert a period between the country code and phone number.

a. Sample Domestic Phone Number

The screenshot shows a 'Phone Number' form with the following fields: 'Same as mine' (checkbox), '*Type' (dropdown menu set to 'Mobile'), '*Number' (text input field containing '123/456-7890'), and 'Extension' (text input field). A red box highlights the '*Number' field.

b. Sample International Phone Number

The screenshot shows a 'Phone Number' form with the following fields: 'Same as mine' (checkbox), '*Type' (dropdown menu set to 'Mobile'), '*Number' (text input field containing '+111.2223334444'), and 'Extension' (text input field). A red box highlights the '*Number' field.



- To add another phone, select **Add Phone Number**. After entering all phone number information, click **Save**. **Business phone updates will appear the next business day in the InSite Staff Directory.**

Phone Numbers

Any information you provide is voluntary and may be visible to agency personnel who need to contact you or those you designate in case of an emergency. This may include HR staff, your supervisor, and emergency management personnel.

Phone Numbers

*Phone Type	*Telephone	Phone Extension	Preferred	Delete
Business	456/789-0123		<input checked="" type="checkbox"/>	
Mobile	123/456-7890		<input type="checkbox"/>	

Add Phone Number

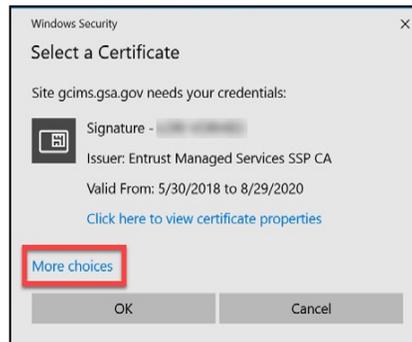
Save

* Required Field

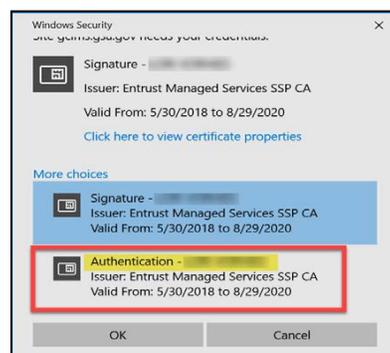
Note: Any personal phone number you provide is voluntary and may be visible to agency personnel who need to contact you or those you designate in case of emergency. This may include HR staff, your supervisor, and emergency management personnel. Emergency management personnel may share this information with first responders if needed.

Choose Contact Information Visible on GSA.GOV

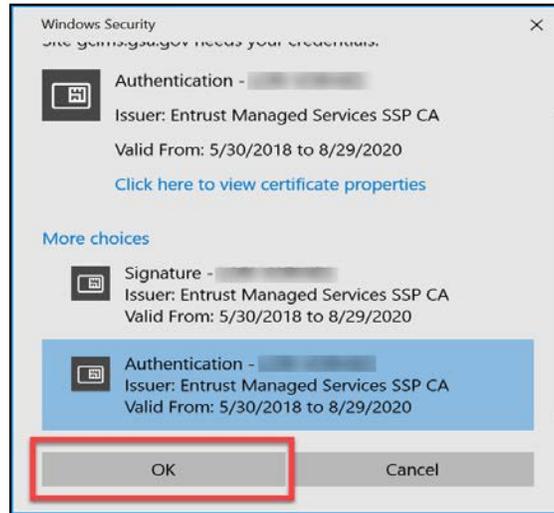
- To designate the contact information you would like others to see in the [Staff Directory on gsa.gov](#), log into the [GSA Identity and Credential Management System \(GCIMS\)](#) using **Internet Explorer**.
- The **Select a Certificate** pop-up window will open. Select **More Choices**.



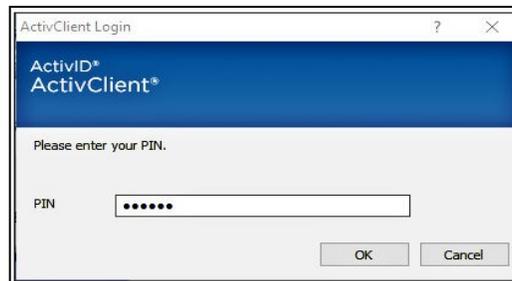
- Select the **Authentication** certificate.



4. Select the **OK** button.



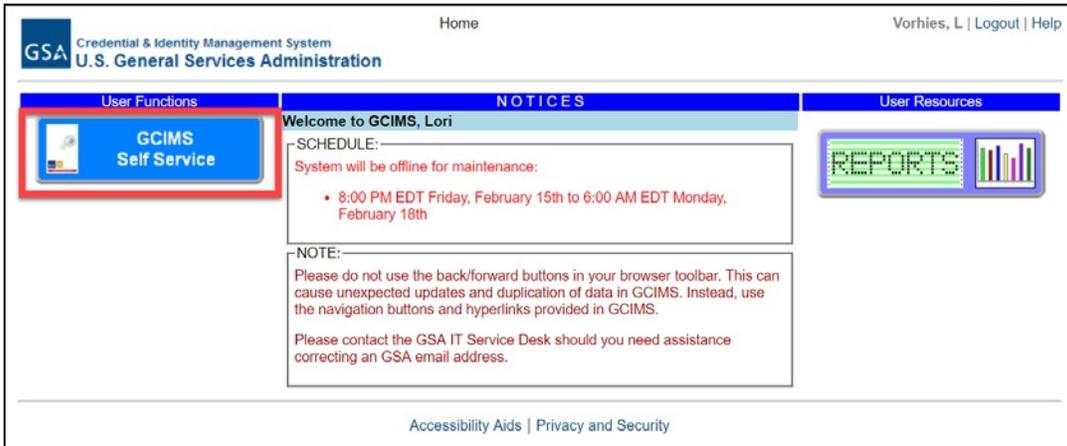
5. When the ActivClient login box appears, enter your PIN number in the field provided. Select **OK**.



6. On the Security acceptance page, select **I Understand and Agree to Access Restrictions**.



7. On the GCIMS homepage, select **GCIMS Self Service**.



Home

Vorhies, L | Logout | Help

GSA Credential & Identity Management System
U.S. General Services Administration

User Functions NOTICES User Resources

GCIMS Self Service

Welcome to GCIMS, Lori

SCHEDULE:

System will be offline for maintenance:

- 8:00 PM EDT Friday, February 15th to 6:00 AM EDT Monday, February 18th

NOTE:

Please do not use the back/forward buttons in your browser toolbar. This can cause unexpected updates and duplication of data in GCIMS. Instead, use the navigation buttons and hyperlinks provided in GCIMS.

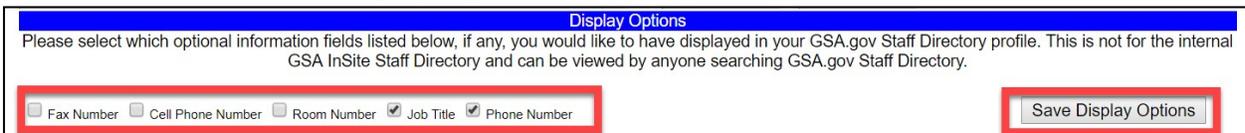
Please contact the GSA IT Service Desk should you need assistance correcting an GSA email address.

Accessibility Aids | Privacy and Security

8. In **Display Options**, select the checkbox beside the items you would like to display on the [GSA.gov Staff Directory](https://www.gsa.gov/staff-directory).

a. As a reminder, the items you select **can** be viewed by the public.

9. Choose the **Save Display Options** button to save your selections.



Display Options

Please select which optional information fields listed below, if any, you would like to have displayed in your GSA.gov Staff Directory profile. This is not for the internal GSA InSite Staff Directory and can be viewed by anyone searching GSA.gov Staff Directory.

Fax Number Cell Phone Number Room Number Job Title Phone Number

Save Display Options