Entering/Updating Your Work and Personal Phone Numbers
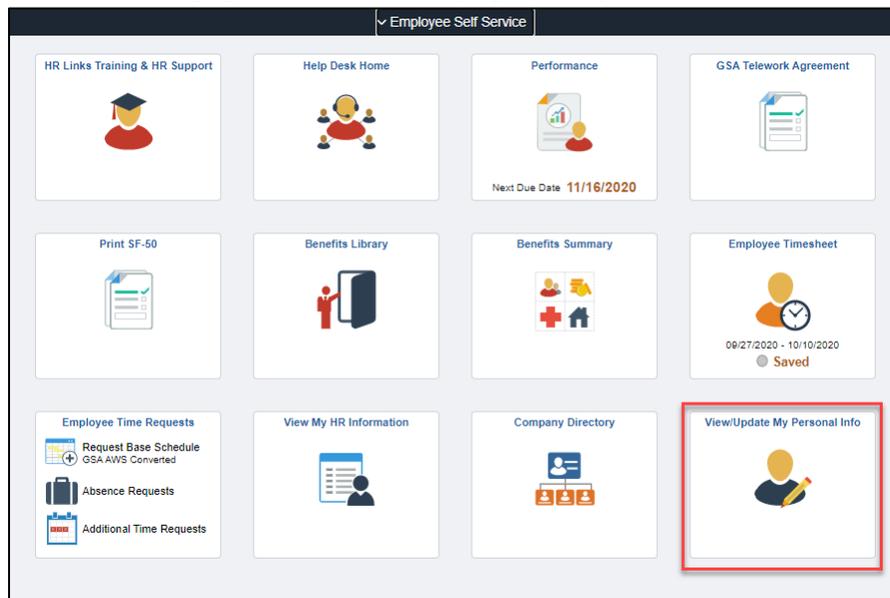
[Enter Personal and Work Phone Numbers](#)

[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**

b. **Sample International Phone Number**

5. 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.**

**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.

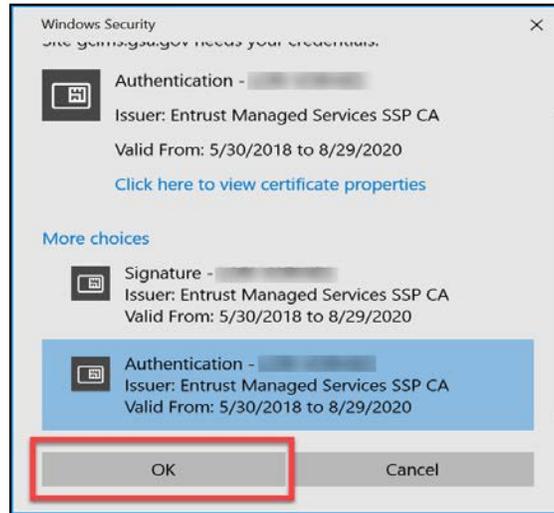## Choose Contact Information Visible on GSA.GOV

1. 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**.

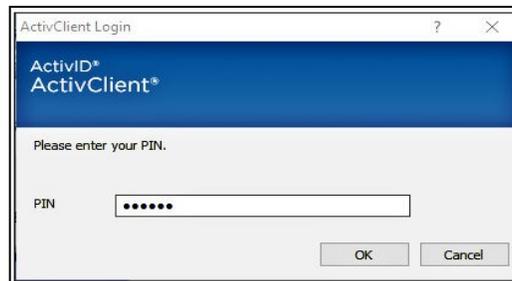2. The **Select a Certificate** pop-up window will open. Select **More Choices**.
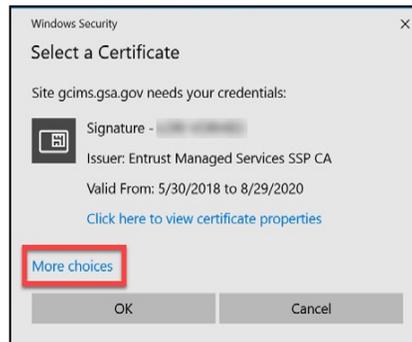
3. Select the **Authentication** certificate.

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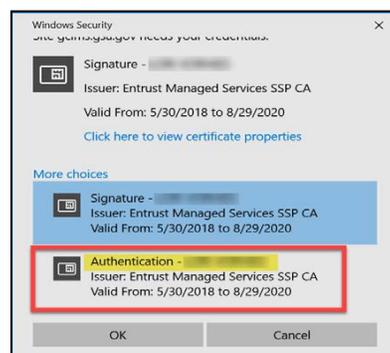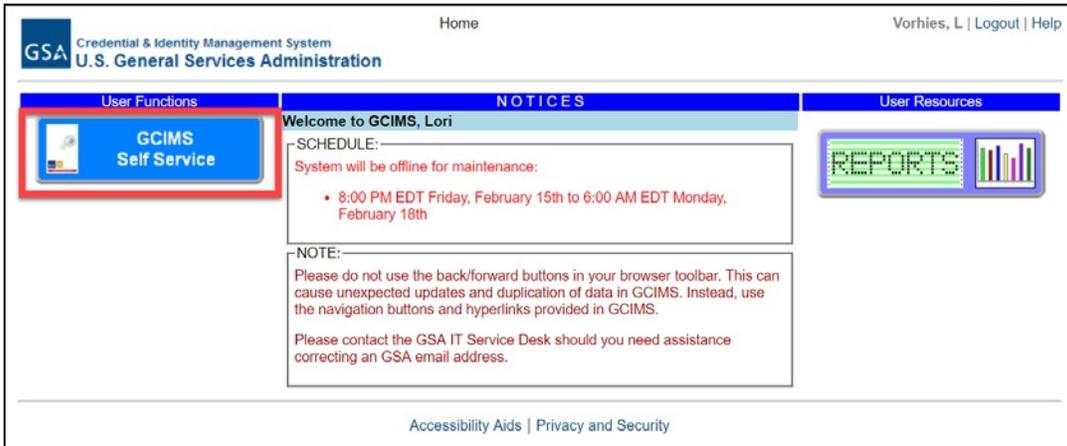
4. Select the **OK** button.

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.**

8. In **Display Options**, select the checkbox beside the items you would like to display on the 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.