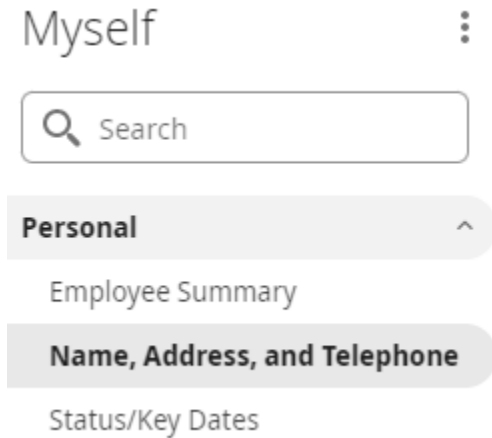# How to: Update Last Name/Address/Phone Number/Email in UKG

1. Navigate in UKG to Menu -> Myself -> Personal -> Name, Address, and Telephone

2. Click on the "Edit" button in the top right

3. Make changes as needed - do NOT edit your Primary e-mail field (this is your PT Solutions email)

4. For address changes use the "Quick Address Search" box instead of manually typing everything in

5. For name changes please complete the additional steps that can be found in the Name Change guide and related form in People Assist

6. When you are finished making changes press the "Save" button in the top right, review your changes (changed fields will be highlighted in blue) and then submit

7. Your change request will be reviewed and processed once approved by HR

Please reach out to HR with any questions.