HOW TO CHANGE YOUR INFORMATION DISPLAYED IN GROUPWISE

1) Log into an employee campus PC and right-click the red “N” located in the lower right corner of the screen.

2) Go to “User Administration for CCCD_TREE”, followed by “Work Information”.

[Image showing the steps]
3) Update the information on the dialog box. Note that most fields can support multiple, separate values. Only the first value will show in GroupWise.

![Work Information dialog box]

NOTE: Changes may take several hours (sometimes over night) to update throughout GroupWise. Don’t be alarmed if your changes do not appear to take effect immediately.