

Personal Mobile/Cell Number OPUS Screenshots Guide



1 Log into OPUS

Access OPUS from work or home at <http://opus.pinellascounty.org>.

2 Select Personal Information

Use the Navigator at top left (three horizontal lines) to select:

- **PIN Employee Self Service**
- **Personal Information**



PIN Employee Self Service
Personal Information

3 Select Phone Numbers Update

In the Phone Numbers section, click **Update**.

Phone Numbers

Phone Numbers - Home, Work (if known) and Personal E-mail Addresses are stored here.

Update

4 Enter or Update Your Mobile/Cell Number

- Click the green plus symbol above the type/number box.
- Select **Personal Mobile** from the pull-down menu.
- Enter your mobile/cell phone number including the area code.

Type **Number**

+ **...**

Home Phone
Home Phone
Personal Email Address
Personal Mobile
Work Desk Phone
Work Mobile

Type **Number**

Personal Mobile 000-000-0000

- **UPDATES:** If you need to update the number, click in the number field and type the correct phone number.

5 Click Next

Cancel Save For Later **Next**

6 Click Submit

Cancel Printable Page Save For Later Back **Submit**