

FAQ Requesting

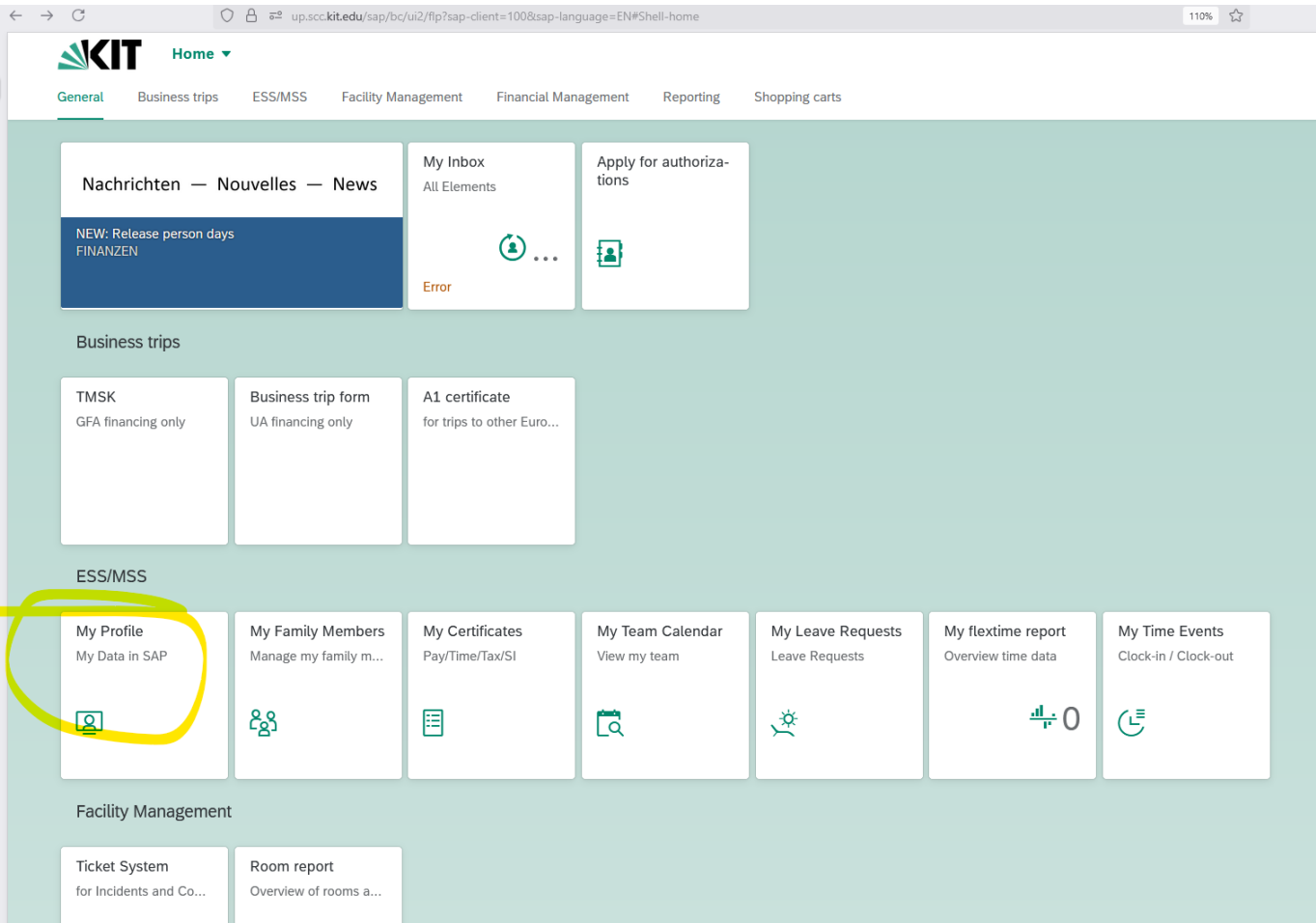
How can I update my phone number in easyBanf?

You can change your phone number yourself in the UserPortal <https://up.scc.kit.edu/>, under ESS/MSS, "My Profile."

(If you do not have an @partner.kit.edu email address)

The changed data will be added to easyBanf overnight.

You may need to clear the cache in your preferred browser the day after the change, and save a test shopping cart as a "draft" before the phone number is visible and available in easyBanf.



The screenshot shows the KIT UserPortal home page. The browser address bar displays up.scc.kit.edu/sap/bc/ui2/f?p?sap-client=100&sap-language=EN#Shell-home. The page features a navigation menu with options: General, Business trips, ESS/MSS, Facility Management, Financial Management, Reporting, and Shopping carts. The main content area is divided into several sections:

- Nachrichten — Nouvelles — News:** A blue box with the text "NEW: Release person days FINANZEN".
- My Inbox:** A white box with "All Elements" and a green circular icon with a plus sign.
- Apply for authorizations:** A white box with a green icon of a person and a document.
- Business trips:** A section containing three white boxes: "TMSK GFA financing only", "Business trip form UA financing only", and "A1 certificate for trips to other Euro...".
- ESS/MSS:** A section containing seven white boxes. The first box, "My Profile My Data in SAP", is circled in yellow. Other boxes include "My Family Members", "My Certificates", "My Team Calendar", "My Leave Requests", "My flextime report", and "My Time Events".
- Facility Management:** A section containing two white boxes: "Ticket System" and "Room report".

up.scc.kit.edu/sap/bc/ui2/tp?sap-client=100&sap-language=EN#PersonnelProfile-z_display

KIT My Profile

Birgit Hund

Timesheet and Absences **Personal Information** ESS Settings Tax / SI / VBL HR Contact

Communication

System user name (SY-UNAME)	E-mail
Details: HUND	Details: BIRGIT.HUND@KIT.EDU

Internal Data

Building Number:
0141

Internal Communication

Internal Telephone Number:
25352

Info Material

do not send KIT Dialog:

do not send PRInfo:

[Manage my Internal Data](#)

ESS SETTINGS

up.scc.kit.edu/sap/bc/ui2/tp?sap-client=100&sap-language=EN#PersonnelProfile-z_display

KIT My Profile

Birgit Hund

Timesheet and Absences **Personal Information** ESS Settings Tax / SI / VBL HR Contact

Communication

System user name (SY-UNAME)	E-mail
Details: HU	Details: BI@KIT.EDU

Internal Data

Building Number:
0141

Internal Communication

Internal Telephone Number:
25

Info Material

do not send KIT Dialog:

do not send PRInfo:

[Manage my Internal Data](#)

ESS SETTINGS

up.scc.kit.edu/sap/bc/ui2/flp?sap-client=100&sap-language=EN#Employee-z_manageInternalData 110%

KIT My Internal Data ▾

BL... (00...)

[Change picture](#)

BL...@KIT.EDU Organizational Unit: SE...

Internal Data

Valid from 11.10.2024 [Edit](#)

Internal Data	Send Material
Building Number: 0141	do not send KIT Dialog: <input checked="" type="checkbox"/>
Room Number:	do not sent HR PRInfo: <input type="checkbox"/>
Internal Telephone Number: 2...	
Office Mobile Phone:	

up.scc.kit.edu/sap/bc/ui2/flp?sap-client=100&sap-language=EN#Empl... 110%

KIT My Internal Data ▾

My Internal Data /

Edit Internal Data

Internal Data

Internal Data	Send Material
Building Number: <input type="text" value="0141"/>	do not send KIT Dialog: <input checked="" type="checkbox"/>
Room Number: <input type="text"/>	do not sent HR PRInfo: <input type="checkbox"/>
Internal Telephone Number: <input type="text" value="2..."/>	
Office Mobile Phone: <input type="text"/>	

[Save](#) [Cancel](#)