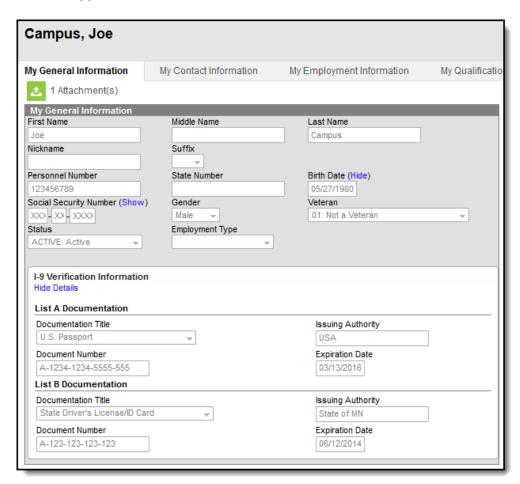# My General Information

Last Modified on 10/22/2022 9:47 am CDT

Attachments

PATH: *Employee Self Service > My General Information*

This functionality is only available to districts who have purchased Human Resources.

On the My General Information tab, you can view personal information (last name, first name, race/ethnicity, etc.), person identifiers (staff number, staff state ID, etc.), and I-9 verification information (if available). If I-9 information does not exist, the I-9 Verification Information section does not appear.

My General Information Tab Example
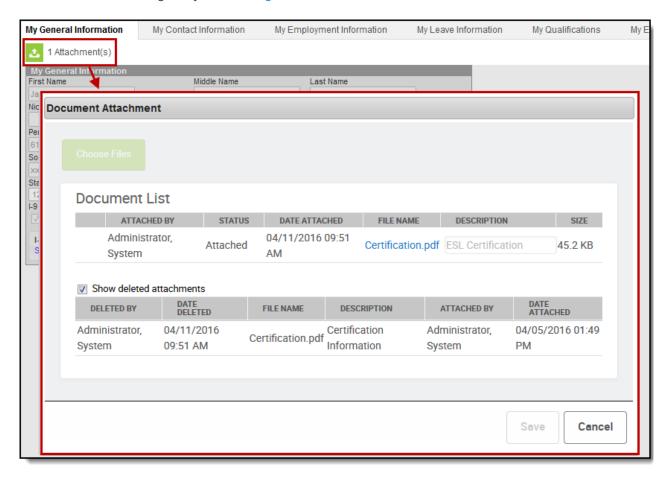
Attachments

PATH: *Employee Self Service > My General Information*

If there are files attached to the general information in your personnel record, you may view them here. To view file attachments, click the **Attachments** button. The Document Attachment window displays and you can click the **File Name** to view the attachment.

Click the **Show deleted attachments** checkbox to see attachments that were removed from your personnel record.

The Attachments button only appears if there are attachments to view AND your System Administrator has assigned you   tool rights for the Attachments feature.

Example document attachments on the My General Information tab.