How to update Address and phone number through Jump

Step 1:
Begin by visiting the [www.umanitoba.ca](http://www.umanitoba.ca) home website
On the home page, in the top right hand corner, there is a link for JUMP. Click on the link.
**Step 2:** You will be taken to this page: [https://jump.umanitoba.ca/cp/login/](https://jump.umanitoba.ca/cp/login/)
Enter your Log In information and click “Log In”
Step 3: Once you have logged in, on your Jump Home page, click on the “STAFF” tab from the row of tabs along the top:
(If you have trouble logging in to the Employee Self Service or the VIP portal with your default browser, you may try using an alternate browser)
Step 4: Once you are on the STAFF page of your Jump, select “Employee Self Service” located on the left side of the page:

**If you have already set up your Employee Self Service Log In proceed to Step 6**
Step 5: If you **HAVE NOT** set up your Employee Self Service log in, you will be redirected to this page: http://umanitoba.ca/admin/human_resources/employment/ess_login.html

Follow the instructions on this page to update your Iridium Log in and then proceed to Step 6.
Step 6: After selecting the Employee Self Service link, a new page will open: This page is the Human Resources Portal-VIP which will contain your personal information.
Near the top of this page click on “Address” in the center, top box.
Step 7: You will be taken to a page that looks like this. You can input/change information in the fields provided and save it.