

Add mobile number to MyHR

This guide will show you how to add or change your mobile number in MyHR. You will need the SAP SuccessFactors Mobile App (MyHR app) on your smartphone and you need to be logged in there.

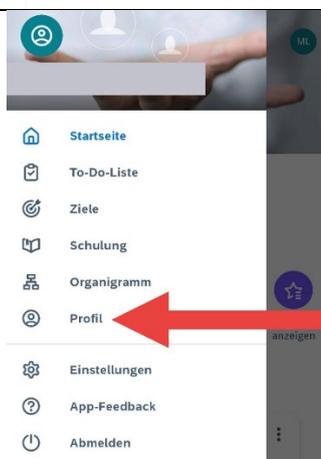
Here you can find the guide on how to install MyHR on your smartphone: [MA Guide: Installing / Logging in to the MyHR app](#)



If you have installed the app on your smartphone, open the SAP SuccessFactors Mobile App on your smartphone and log in to MyHR.



Press the three bars (menu symbol) in the top left corner of the homepage.



In the new window, click on *Profile*.



Once you're on your profile, click on *Personal Information*.

← Persönliche Information

- Biografische Informationen
- Persönliche Informationen
- Kontaktinformationen 
- Adressen
- Sozialversicherungsnummer/Pass(ID)/
Steuernummer
- Informationen zur Arbeitserlaubnis
- Erster Ansprechpartner im Notfall
- Gesetzliche Vertreter/Kinder

Under Personal Information, click on *Contact* Information.

← Kontaktinformationen

Kontaktinformationen  

- Geschäftlich
- Persönlich
- Geschäftliches Mobiltelefon

Now, click on the *pencil icon* to edit your personal information.

← Kontaktinformationen

Kontaktinformationen

E-Mail-Typ * E-Mail-Adresse *

Ist primär Ja

Hinzufügen

Informationen zur Telefonnummer

Telefontyp * Landesvorwahl *

Geschäftlich... (CHE) +41

Telefonnummer *

Ist primär Ja

Hinzufügen

Speichern Abbrechen



Scroll down until you reach the *information about the phone number*. Here, click on the dropdown field under Phone type.

Once you click on the field, a selection will open. Choose **Private Mobile Phone** here. If **Business Mobile Phone** or *Private* is selected for you, choose *Private Mobile Phone*.

1. Now you can adjust the country code. For Switzerland, you select +41.
2. Here you can enter your **private mobile number**. This number will then be automatically used for your registration with SPICE. Make sure it is a mobile number and not a landline number.
3. Click Save at the end to accept your changes.

If you want to add another number (personal or business) to your MyHR profile, click on *Add*.

You have now successfully saved your private mobile number in MyHR.
If your number ever changes, remember to update it here in MyHR.