GISD EMPLOYEE CLINIC

ADD A DEPENDENT

1. Login to Oracle using your user name and password.

2. Click on the responsibility "GISD Employee Self-Service".

3. Click on the "Employee Clinic" link.

4. If you have any dependents currently in Oracle, they will be displayed on the screen.

Important

If all family members eligible for the GISD Employee Clinic are listed, there is no further action required and you can safely log out. If you need to add dependents, please continue to step 5.

5. If you need to add dependents, click on the "Add" button.

6. Enter the following information on the **Dependent: Create** screen.

Employee Name **Smith, John**
Organization Email Address
Use this page to provide information about a dependent and specify the person's relationship to you.
* Indicates required field

General Information

* First Name	
Middle Name	
* Last Name	
Suffix	ⓘ
* Relationship	▼
* Relationship Start Date	
	(example: 29-Jan-2015)

Additional Dependent Information

* Gender	▼
* Social Security	
* Date of Birth	

- First Name
- Middle Name (optional)
- Last Name
- Suffix (optional)
- Relationship (the relationship of this person to you i.e. Spouse, Child, Step Child, etc.)
- Relationship Start Date (this date indicates when the dependent became related to you)
  NOTE: In the case of a spouse, the relationship date would be the same as the married date. For a child, the relationship date would be either the birth date, the date of adoption, the date a step child became related to you, etc.
- Gender
- Dependent's Social Security Number (format xxx-xx-xxxx)
- Date of Birth

Employee Name **Smith, John**
Organization Email Address
Use this page to provide information about a dependent and specify the person's relationship to you.
* Indicates required field

General Information

* First Name	Jane
Middle Name	
* Last Name	Smith
Suffix	ⓘ
* Relationship	Child ▼
* Relationship Start Date	22-Mar-2014
	(example: 29-Jan-2015)

Additional Dependent Information

* Gender	Female ▼
* Social Security	777-77-7777
* Date of Birth	22-Mar-2014

7. Click "Next".

8. Verify the information you have added for your dependent.

Employee Clinic: Review

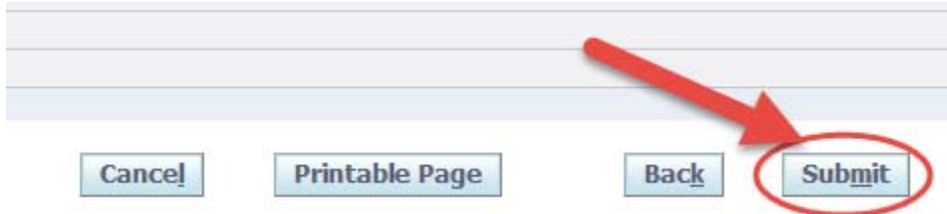Employee Name **Smith, John**
GISD Email Address
Please review your changes below and click the "Submit" button.
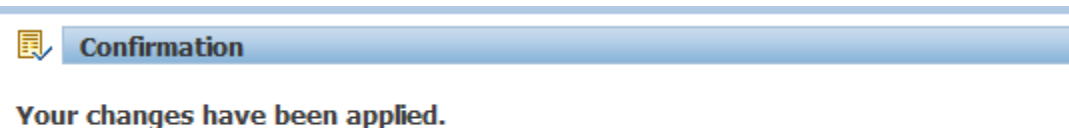
Add Dependent

Dependent Information

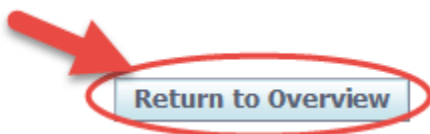|	Add Dependent
Relationship Type	Child
First Name	Jane
Last Name	Smith
Gender	Female
Social Security	777-77-7777
Date of Birth	22-Mar-2014
Relationship Began On	22-Mar-2014

9. Click the "Submit" button to add your dependent in Oracle.

10. You will receive a confirmation page indicating the changes have been applied.

Confirmation

Your changes have been applied.

Click on the "Return to Overview" button.

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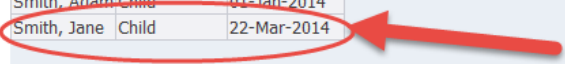11. You should now see the dependent added.

Employee Clinic

Employee Name **Smith, John**
Organization Email Address
Below is a list of your current dependents. To return to the previous page, choose "Back".

Dependents

Your current dependents are listed below.
Dependents must be listed below in order to obtain an appointment at the GISD Employee Clinic. Please click the "Add" button to enter a new dependent.

Add

Name	Relationship	Date of Birth
Smith, Adam	Child	01-Jan-2014
Smith, Jane	Child	22-Mar-2014

If you need to add another dependent, go back to step 5 and repeat the process. If all of your dependents are listed, you have completed the necessary steps and can now safely log out of Oracle.