



# CHANGE WORKER E-MAIL TIP SHEET

**Tip:** Supervisor (or Acting Supervisor) profiles have the ability to change the e-mail address for all workers listed within the unit.

Step 1: Click on the Workers Expando  
Step 2: Click on Worker icon by Supervisor Name  
Step 3: Click on Worker Name Hyperlink

*Florida Safe Families Network*

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**Kellie Darnell's Desktop - 20002 HOTLINE**

Date Restricted    Participant View

- My Tasks Calendar
- Cases
- Providers
- Workers
  - Darnell, Kellie (3685415)  
Acting Supervisor, 20002 HOTLINE
    - [Joe, Ronald \(3672860\)](#)  
Zone Security Officer (850)487-6115Ext.: , 20002 HOTLINE
    - [McMahon, Amy \(1506013\)](#)  
Acting Supervisor (850)487-6100Ext.:4589 , 20002 HOTLINE
    - [McMahon, April \(1504778\)](#)  
Hotline Counselor (850)487-6100Ext.:5896 , 20002 HOTLINE
    - [McMahon, Barbara \(1506024\)](#)  
Acting Supervisor (850)487-6100Ext.:5841 , 20002 HOTLINE
    - [McMahon, Betty \(1504774\)](#)  
Hotline Counselor (850)487-6100Ext.:5692 , 20002 HOTLINE

*Florida Safe Families Network*

**Worker**

Name: McMahon, Amy      Worker ID: 1506013

Basic    Unit Assignment History    Login Notes

**Contact Information**

Work Phone: (850)555-1111    Ext: 6666    E-mail: [amy\\_mcmahan@dcf.state.fl.us](mailto:amy_mcmahan@dcf.state.fl.us)

Home Phone: (850)555-2222    Cell Phone: (850)555-3333    Other: (850)555-4444

Background Check Information  
You do not have Security access to this information

Employee Management

Step 4: Update E-mail Address Field  
Step 5: Save the page

**Tip:** Work Phone, Home Phone, Cell Phone and Other can also be maintained by the Supervisor. Supervisors do not have Security access to view Background check information or Employee Management.