



# HUMAN RESOURCES

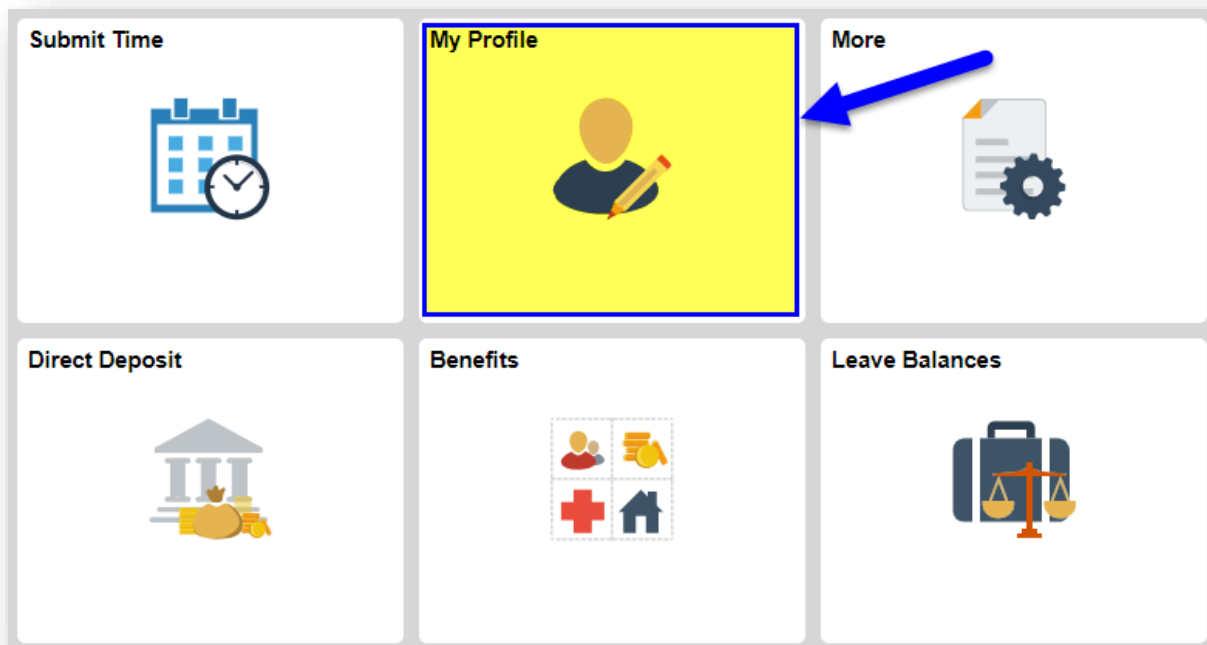
*Illinois State University*

## How to Change Home or Mailing Address

This tutorial will be helpful for employees who need to change their home or mailing address.\*

\*PLEASE NOTE: The *Business Address* and *Business Phone* of an employee (faculty or staff) are managed centrally. Since this data is used to programmatically share/feed to other systems on campus, changing business address or phone should be done through [this form](#). If you have questions about the form or process, please reach out to [hr@ilstu.edu](mailto:hr@ilstu.edu).

To navigate to your profile to change your home or mailing address, click on the TILE “My Profile” from your Employee page:



- 1) Scroll to the bottom of your profile page and click on the “Home/Mailing Addresses” button to edit your home or mailing address

The screenshot displays the 'My Illinois State' profile page. At the top, there is a navigation bar with links for 'Giving', 'News', 'Events', 'Map', 'Apply', and 'My'. A search icon is also present. Below this, a red banner contains 'Home', 'Academics', and 'Pay & Benefits'. The main content area features a 'My Profile' header with a 'Welcome, [redacted]!' message. A section titled 'Manage Contact Information' includes a sub-header 'Easily update your addresses, phone numbers, preferred name, and emergency contacts.' and a note: 'If you have any questions, please contact Human Resources (309) 438-8311 during normal business hours (7:30 a.m.-4:30 p.m., Monday-Friday).' Below this are five buttons: 'Campus Address', 'Home / Mailing Addresses' (highlighted in green with a blue arrow pointing to it), 'Phone / Email', 'Personal Details', and 'Emergency Contacts'. The footer contains the Illinois State University logo, the text 'ILLINOIS STATE UNIVERSITY Illinois first public university', the copyright notice '© 2019 Illinois State University, Normal, IL USA', and links for 'Privacy Statement', 'Cookie Statement', 'Appropriate Use Policy', 'Accessibility', and 'Give Feedback'.

2) Click to add an address based on the address type\* (if you have none to add, but need to edit an existing address, skip to step 4)

The screenshot shows a 'Profile' page with a red header. Below the header, there is a section titled 'Addresses'. It contains several address types, each with a table of existing addresses and a '+' icon to add a new one. A blue callout box with the text 'click here to add an address' has arrows pointing to the '+' icons for 'Home Address', 'Mailing Address', and 'Business Address', and to the 'Add Billing Address' button. The 'Add Billing Address' button is highlighted with a yellow border.

Home Address	
+	
Address	From
[blurred]	Current >

Mailing Address	
+	
Address	From
[blurred]	Current >

Business Address	
+	
Address	From
[blurred]	Current

**Campus Address**  
No address defined

**Billing Address**  
No address defined  
**Add Billing Address**

**Local Address**  
No address defined

(\* The "Mailing" address is the one that is used for W2's, SURS, and CMS. The "Home" address is to identify residence.)

3) Choose Option 1 or Option 2 below and follow the steps to add your new address

## Option 1

The screenshot shows the 'Add Address' form with the following elements and callouts:

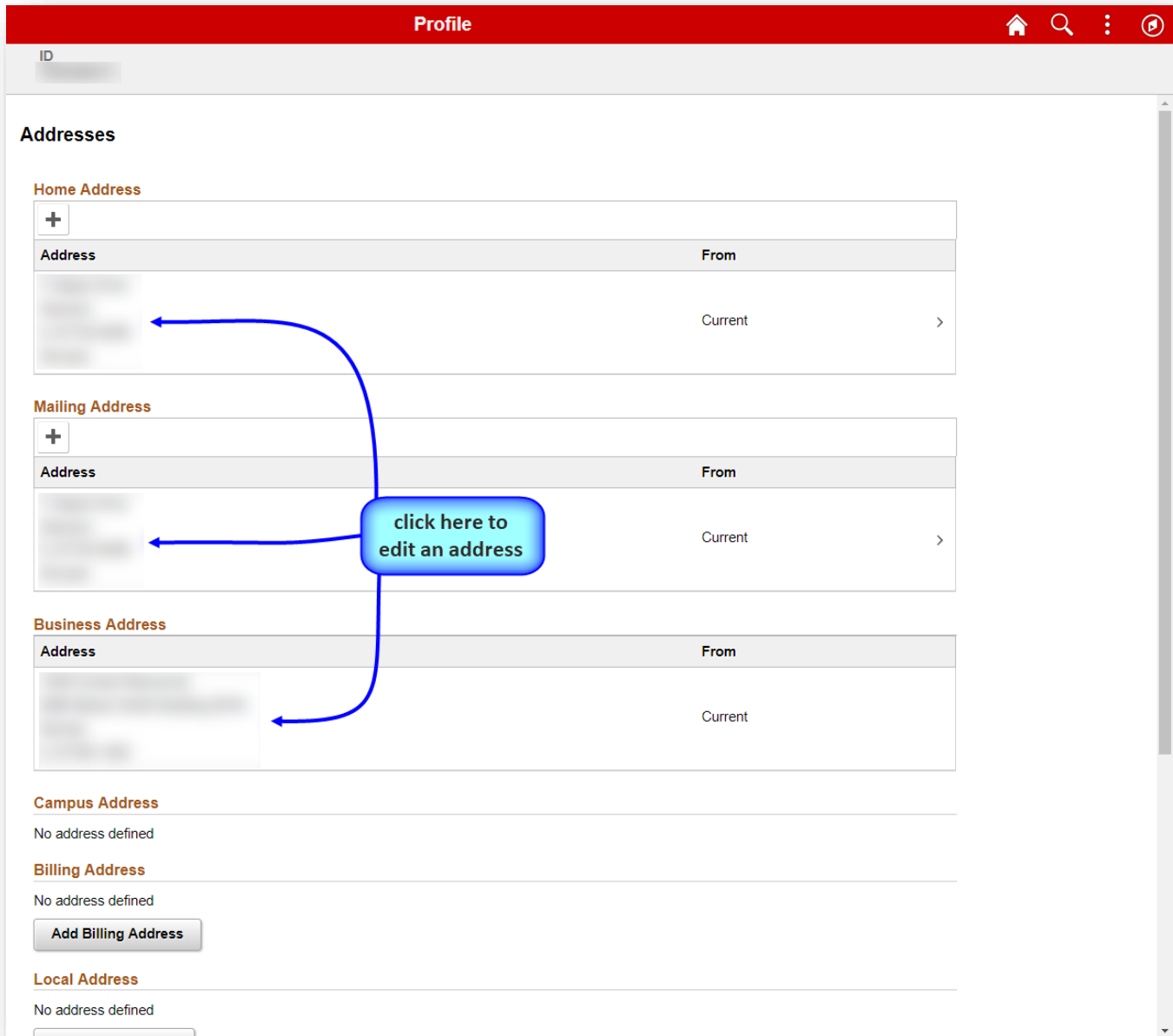
- Cancel** (yellow box)
- click here to cancel changes** (blue callout pointing to the Cancel button)
- Type** Home
- \*From** 04/19/2018 (calendar icon) (yellow box)
- click here to save changes** (blue callout pointing to the Save button)
- Save** (green box)
- Copy From** (yellow box)
- click here to use an existing address on file** (blue callout pointing to the Copy From button)
- enter date, either manually or with drop-down** (blue callout pointing to the \*From date field)
- Country** United States (search icon)
- \*Address 1** (text input)
- Address 2** (text input)
- Address 3** (text input)
- City** (text input)
- State** (text input with search icon)
- Postal** (text input)
- County** (text input)
- Select Address** dialog box (grey background) with a list of address entries and a callout: **select an existing address on file** (blue callout).

## Option 2

The screenshot shows the 'Add Address' form with the following elements and callouts:

- Cancel** (yellow box)
- click here to cancel changes** (blue callout pointing to the Cancel button)
- Type** Home
- \*From** 04/19/2018 (calendar icon) (yellow box)
- click here to save changes** (blue callout pointing to the Save button)
- Save** (green box)
- Copy From** (yellow box)
- enter date, either manually or with drop-down** (blue callout pointing to the \*From date field)
- \*Country** United States (search icon)
- \*Address 1** manually (text input)
- Address 2** (text input)
- Address 3** enter (text input)
- City** (text input)
- State** address (text input with search icon)
- click here to search for state** (blue callout pointing to the search icon in the State field)
- Postal** information (text input)
- County** (text input)

4) Click on an existing address to edit (as needed), using step 3 above as a guide\*



(\* The "Mailing" address is the one that is used for W2's, SURS, and CMS. The "Home" address is to identify residence.)

5) To exit, use the browser's back button or close the browser window/tab and return to your iPeople homepage

#### Contact information:

- ✓ For more information on address changes, please contact Human Resources at **438-8311**
- ✓ If you are having access issues, please contact **438-4357**