



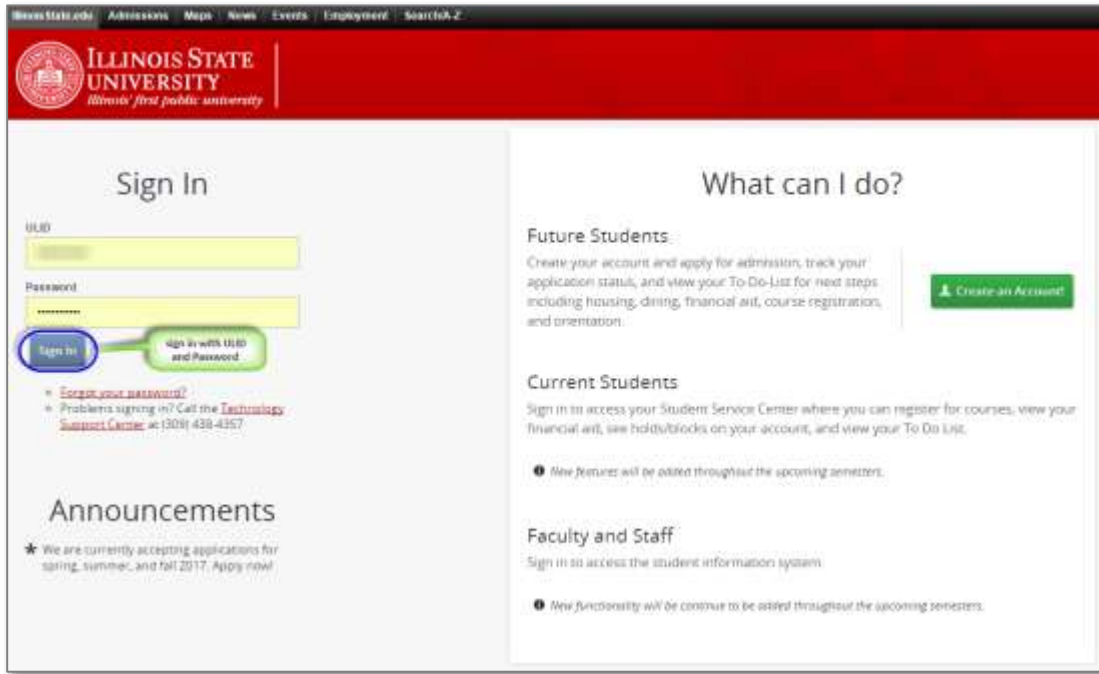
HUMAN RESOURCES

Illinois State University

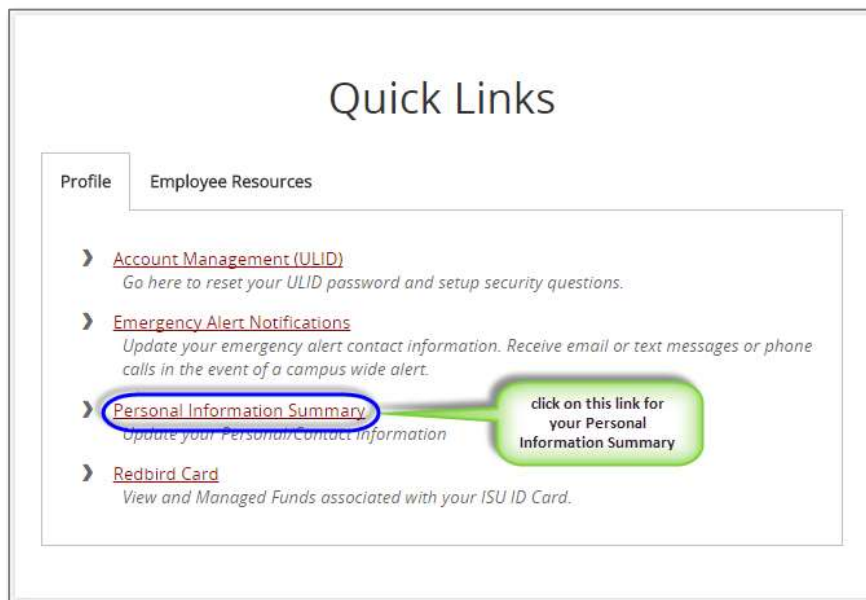
How to Change Home or Mailing Address

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

- 1) Log into go.illinoisstate.edu with your desktop **ULID** and **Password**



- 2) Click on link to access your **Personal Information Summary**



- 3) Click on **“Change home/mailling addresses”** button to edit your address

Personal Information

Name

Address Type	Status	As Of	Country	Address
Home	Current		USA	
Mailing	Current		USA	

Change home/mailling addresses

click on "Change home/mailling addresses"

- 4) Choose the Address Type you wish to change by selecting the **“Edit”** button next to it*

Home and Mailing Address

Address Type	Status	As Of	Country	Address
Home	Current		USA	
Mailing	Current		USA	

Edit Edit

click on "Edit" button

Return to Personal Information

(* The “Mailing” address is the one that is used for W2’s, SURS, and CMS. The “Home” address is to identify residence.)

- 5) Make your changes, where necessary. If address is International, click **“Change Country”** to change the country. Enter a date that you want the change to take effect (**“On this date:”**). Click the **“Save”** button to save your changes.

Edit Mailing Address

Country: United States

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:

On this date: (example: 01/31/2000)

Save Cancel

Clear

Change Country

click here to change country, if necessary

enter date here for the change to take effect (type or use calendar drop-down)

then click on "Save" button

6) Click the “**OK**” button on the Save Confirmation window



Other things to note when updating your Home and/or Mailing Address:

- ✓ As stated before, the “Mailing” address is the one that is used for W2’s, SURS, and CMS. The “Home” address is to identify residence.

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**