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.

1) Go to your iPeople homepage

2) Click on the “Personal Profile” link
3) Click on “Addresses” on the left navigation menu to edit your address

4) 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 7)

(* The “Mailing” address is the one that is used for W2’s, SURS, and CMS. The “Home” address is to identify residence.)
5) Choose **Option 1** or **Option 2** below and follow the steps to add your new address

**Option 1**

![Add Address form]

- Click here to save changes
- Enter date, either manually or with drop-down
- Enter address information
- Click here to search for state

**Option 2**

![Add Address form]

- Click here to save changes
- Enter date, either manually or with drop-down
- Select an existing address on file
- Click here to use an existing address on file
- Click here to search for state
6) Click on an existing address to edit (as needed), using step 5 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.)

7) To exit, close the browser window/tab and return to your iPeople homepage, if needed

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