



HUMAN RESOURCES

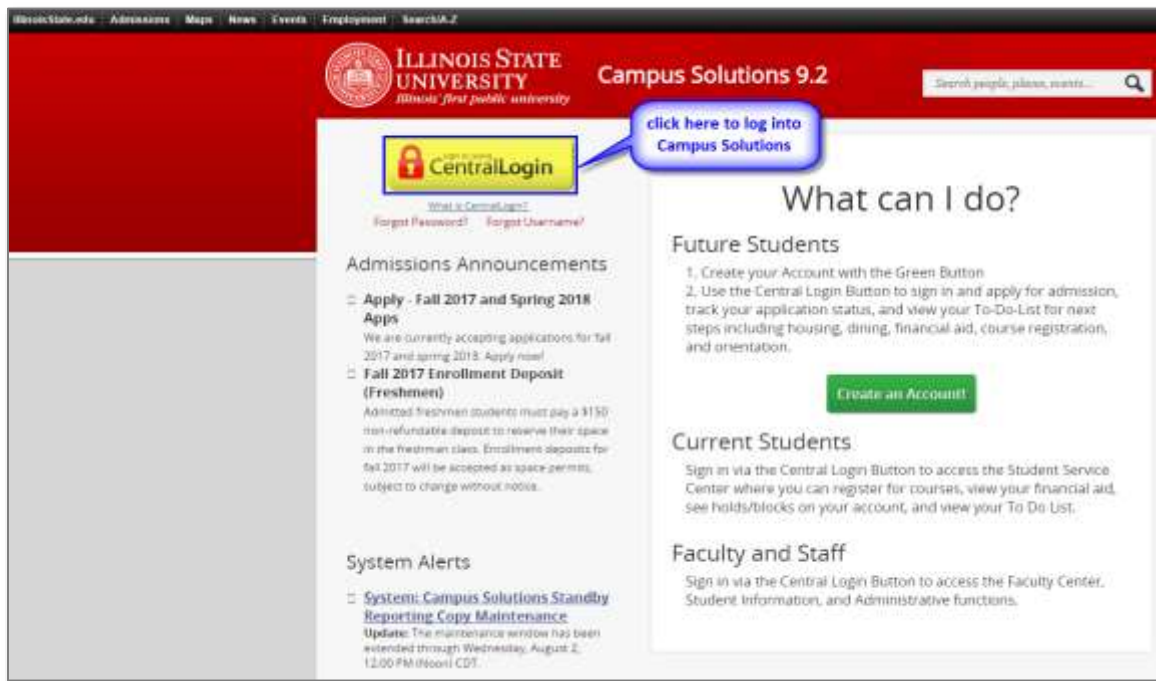
Illinois State University

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.

- 1) Go to the Campus Solutions login page at cs.illinoisstate.edu
- 2) Click on the “**CentralLogin**” button to sign in (*enter your **ULID** and **Password**, if necessary*)



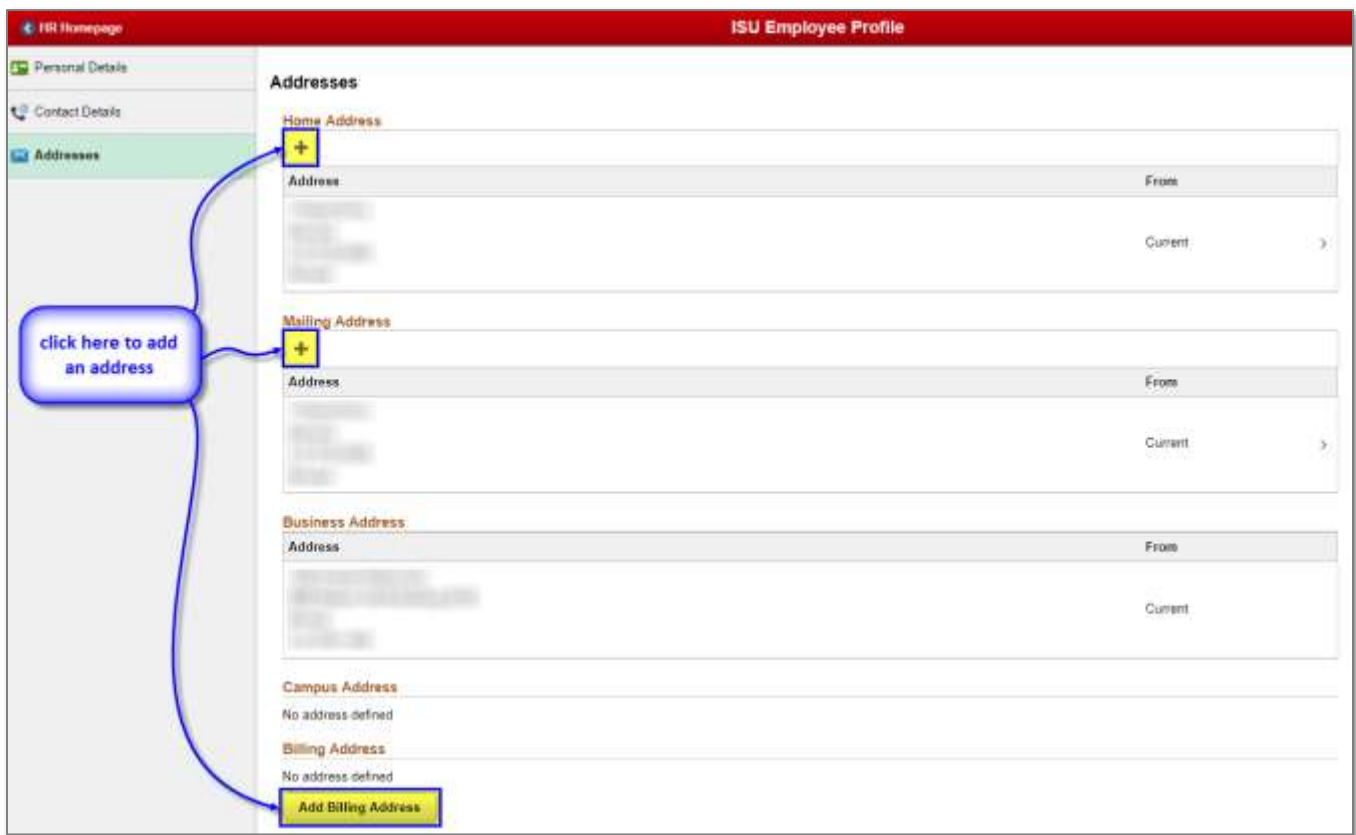
- 3) Click on the “**Profile**” tile to access your profile information



4) Click on “**Addresses**” on the left navigation menu to edit your address



5) 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.)

6) 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 fields and annotations:

- Cancel** (yellow button) and **Save** (green button) at the top.
- Type**: Home
- *From**: 08/02/2017 (calendar icon) - Annotation: (6a) type the date you want the change to take effect (or use calendar drop-down)
- Copy From** (text)
- *Country**: United States (search icon) - Annotation: (6c) choose to cancel or save your changes (points to Cancel/Save buttons)
- *Address 1**, **Address 2**, **Address 3**, **City**, **State** (search icon), **Postal**, **County** (all empty text boxes) - Annotation: (6b) type in a new address manually

Option 2

The screenshot shows the 'Add Address' form and a 'Select Address' dialog box with the following annotations:

- Cancel** (yellow button) and **Save** (green button) at the top of the main form.
- Type**: Home
- *From**: 08/02/2017 (calendar icon) - Annotation: (6a) type the date you want the change to take effect (or use calendar drop-down)
- Copy From** (text) - Annotation: (6b) click here to use an existing address on file (points to the 'Copy From' button)
- *Country**: United States (search icon) - Annotation: (6d) choose to cancel or save your changes (points to Cancel/Save buttons)
- *Address 1**, **Address 2**, **Address 3**, **City**, **State** (search icon), **Postal**, **County** (all empty text boxes)
- Select Address** dialog box (grey background) - Annotation: (6c) select an existing address on file (points to the list of addresses in the dialog)

7) Click on an existing address to edit* (as needed)

ISU Employee Profile

Personal Details

Contact Details

Addresses

Addresses

Home Address

+

Address From

Current

Mailing Address

+

Address From

Current

Business Address

Address From

Current

Campus Address

No address defined

Billing Address

No address defined

Add Billing Address

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

8) Make changes to your address (as needed)

Cancel

Edit Address

Save

Type Home

*Country United States

*Address 1

Address 2

Address 3

City

State

Postal

County

(8b) choose to cancel or save your changes

(8a) make changes as needed

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**