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**

- Choose to cancel or save your changes
- Type the date you want the change to take effect (or use calendar drop-down)
- Type in a new address manually

**Option 2**

- Choose to cancel or save your changes
- Click here to use an existing address on file
- Select an existing address on file
- Type the date you want the change to take effect (or use calendar drop-down)
7) Click on an existing address to edit* (as needed)

(* 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)
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