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.

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.
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 “Mailing” address is the one that is used for W2’s, SURT, 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**

**Option 2**
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