



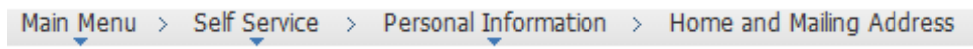
Self-Service: Updating Your Home Address

Employees can use *PeopleSoft Self-Service* to update personal contact information including phone number, address, email, and name. Below are step-by-step instructions on how to update your home address.


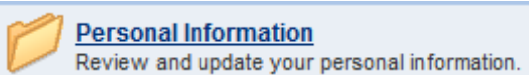
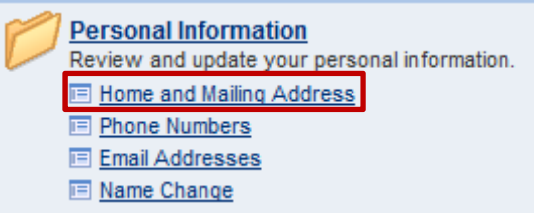
Please note the following important points:





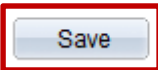

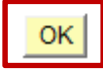

1. You are required to have a **home** address. You may edit your **home** address but may *not* delete it.
2. Your **home** address must be in Florida.
3. You may *not* add a mailing address through self-service.
4. Your request will not take effect until it has been approved by Personnel.

Navigation Snapshot



Step-by-Step Detail

Step	Action
1.	Log into PeopleSoft .
2.	From the Enterprise Menu, click the SelfService link. 
3.	Click on the Personal Information link. 
4.	Click on the Home and Mailing Address link. 

Step	Action																		
5.	<p>To change your home address, click on the Edit button next to your address.</p>  <table border="1" data-bbox="264 331 1356 506"> <thead> <tr> <th colspan="6">Addresses</th> </tr> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>06/04/2012</td> <td>USA</td> <td>Sample Street Fort Myers, FL 33905 USA</td> <td>Edit</td> </tr> </tbody> </table>	Addresses						Address Type	Status	As Of	Country	Address		Home	Current	06/04/2012	USA	Sample Street Fort Myers, FL 33905 USA	Edit
Addresses																			
Address Type	Status	As Of	Country	Address															
Home	Current	06/04/2012	USA	Sample Street Fort Myers, FL 33905 USA	Edit														
6.	<p>Update the address fields, as needed.</p> <p>Street / PO <input type="text" value="1234 Anystreet Blvd"/></p> <p>Box: <input type="text"/></p> <p>Bldg / Apt: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text" value="Fort Myers"/> State: <input type="text" value="FL"/>  Florida Zip <input type="text" value="33966"/></p> <p>Code: <input type="text"/></p>  <p>Note: The state must be Florida. Requests to change to a non-Florida address will be denied by Personnel.</p>																		
7.	<p>Enter the date that the change will take effect by clicking on the Calendar Icon and selecting a date.</p> <p>Date Change Will Take Effect:</p> <p>On this date: <input type="text" value="03/18/2014"/>  (example: 01/31/2000)</p>																		
8.	<p>Click Save at the bottom of the page.</p> <p>* Required Field</p> 																		
9.	<p>You will receive a confirmation screen that the save was successful. Click OK to exit this message.</p> <p>Home and Mailing Address</p> <p>Submit Confirmation</p> <p> The Submit was successful.</p>   <p>Note: you will see that the request for the change has been submitted for approval. Personnel must review the request and approve it in order for the change to be complete.</p> <table border="1" data-bbox="261 1703 1352 1801"> <tbody> <tr> <td>Home</td> <td>Submitted for Approval</td> <td>03/18/2014</td> <td>USA</td> <td>1234 Anystreet Blvd Fort Myers, FL 33966 USA</td> <td></td> </tr> </tbody> </table> <p><i>This is the end of the instructions for changing your home address.</i></p>	Home	Submitted for Approval	03/18/2014	USA	1234 Anystreet Blvd Fort Myers, FL 33966 USA													
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