Follow the instructions to change or update your current address.

1. Login to Employee Self-Service (ESS).
   - **On-campus:** Navigate to Administrative Applications and Resources (AAR). Under Application Systems, choose HR System.
   - **Off-campus:** Login to https://secure.colostate.edu using your eID and DUO (https://www.acns.colostate.edu/duo). Then, select AAR from the Bookmarks menu.

2. Click on the CSU Employee Self-Service responsibility to expand the menu. Click Personal Information.
The Personal Information page displays.

3. Scroll down to the Main Address section, click the Update button.

4. On the Main Address: Choose Option page, the choice will automatically be selected, and click on Next.

5. Change/update address information as needed (Address, City, State, Zip Code, County) on the Main Address: Enter New Address page. Click on Next when completed.

6. This brings you to the Personal Information: Review page where you can review your changes before they are submitted.
7. Click Submit if you are satisfied with your entry

8. Click Return to Overview, it will take you back to your Personal Information page.

9. If address change is complete, click on Logout.