Instructional Guidance for Employee Self-Service

Address Change

Follow the instructions to change or update your current address.

1. Click on the **CSU EMPLOYEE SELF-SERVICE** responsibility to expand the menu. Click **Personal Information**.

The **Personal Information** page displays.

2. Scroll down to the **Main Address** section, click the **Update** button.
3. On the Main Address: Choose Option page, the choice will automatically be selected, and click on Next.

4. 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.

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

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

8. If address change is complete, click on **Logout**.