The Campus Administrative Portal is available for current employees to view their personal information in the Human Resources Payroll system. This includes mailing address, direct deposit information, pay advices, W-4 designations, and W-2's. In addition, faculty, administrative professionals and other benefits eligible non-classified staff may view a snapshot of their current benefit elections (medical, dental, vision, life insurance, etc.).

If your mailing address or phone number needs to be updated, please notify your departmental HR liaison. For all other updates, or if you have questions regarding the information contact central HR at (970) 491-MyHR (6947) or myhr@colostate.edu.

Access to Employee Self-Service is completed via the Campus Administrative Portal which requires your eID to sign in.

1. Sign into CAP with your eID
   a. If you need help resetting your ePassword, please do one of the following:
      - Call Human Resources at (970) 491-MyHR (6947)
      - Take a picture ID to the Library’s Technical Help Desk
   b. If you receive this error: “Your eBusiness Suite Account has expired”, call Human Resources at (970) 491-MyHR (6947).
   c. If you receive this error: “Could not display page”, try logging in first (with your eID) through http://secure.colostate.edu.

2. On the right side of the screen, under Quick Applications, choose “Human Resources”. (If this is your first time logging in, select “Register for Self-Service”.)
3. When the “Oracle Applications Home Page” opens, choose “CSU Employee Self-Service” from the left column.

If an “undefined” error displays, click the icon that looks like a torn piece of paper located where the web address is listed.

4. The following options are then available to view. If you have questions regarding:

- **Personal Information** – contact your Departmental HR Liaison. If you’re not sure who that is, contact HR at (970) 491-MyHR (6947) or myhr@colostate.edu and we will refer to the appropriate person.

- **Employee Information** – your Departmental HR Liaison can explain this information regarding the details of your employment at Colorado State University.

- **Direct Deposit Information** – if you need to update your banking information, send this Direct Deposit Form to: Human Resources – Payroll
  6004 Campus Delivery
  Fort Collins, CO 80523

- **Pay Advices** – contact HR at (970) 491-MyHR (6947) or myhr@colostate.edu

- **W-4 Tax Form** – to update your status or withholding send a new W-4 to the Payroll office at the address above.

- **Employee W-2** - contact HR at (970) 491-MyHR (6947) or myhr@colostate.edu

- **CSU Benefits** - contact HR at (970) 491-MyHR (6947) or myhr@colostate.edu