

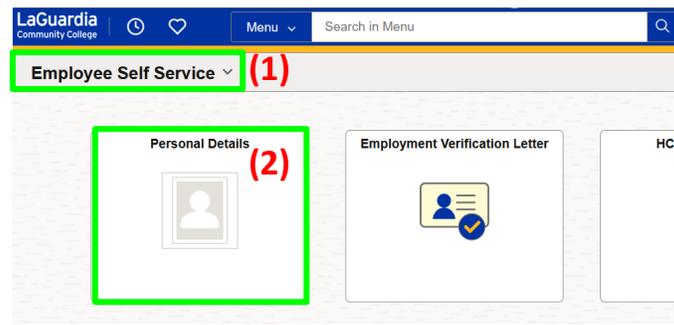


# LaGUARDIA COMMUNITY COLLEGE

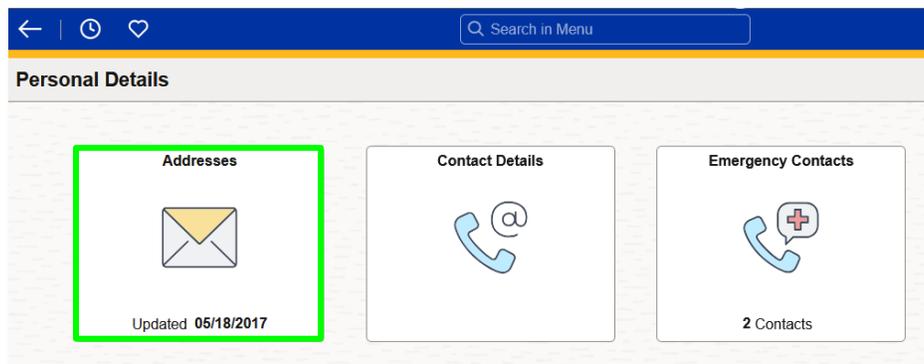
31-10 Thomson Avenue - Long Island City, NY 11101- Telephone (718) 482-7200

## HOME AND MAILING ADDRESS CHANGE

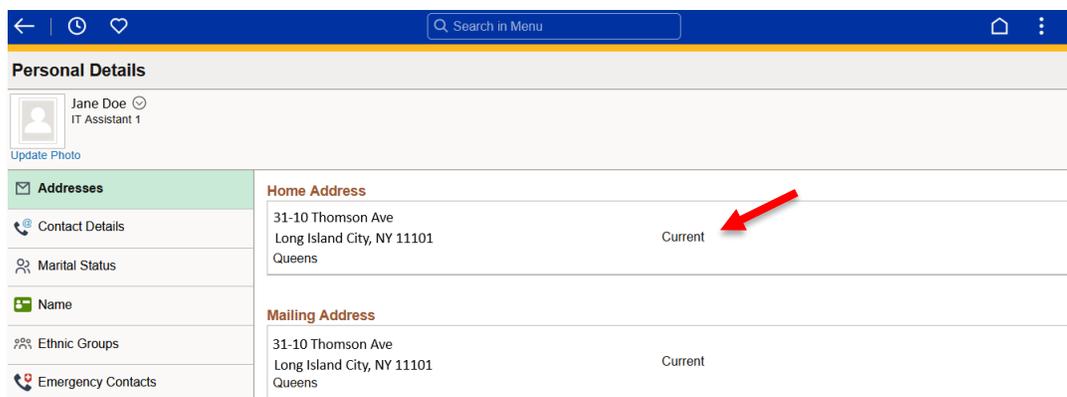
1. Log in with your CUNYFirst credentials and navigate to **Employee Self Service**.
2. On **Employee Self Service**, click on **Personal Details**.



3. On **Personal Details**, click on the **Addresses** tile.

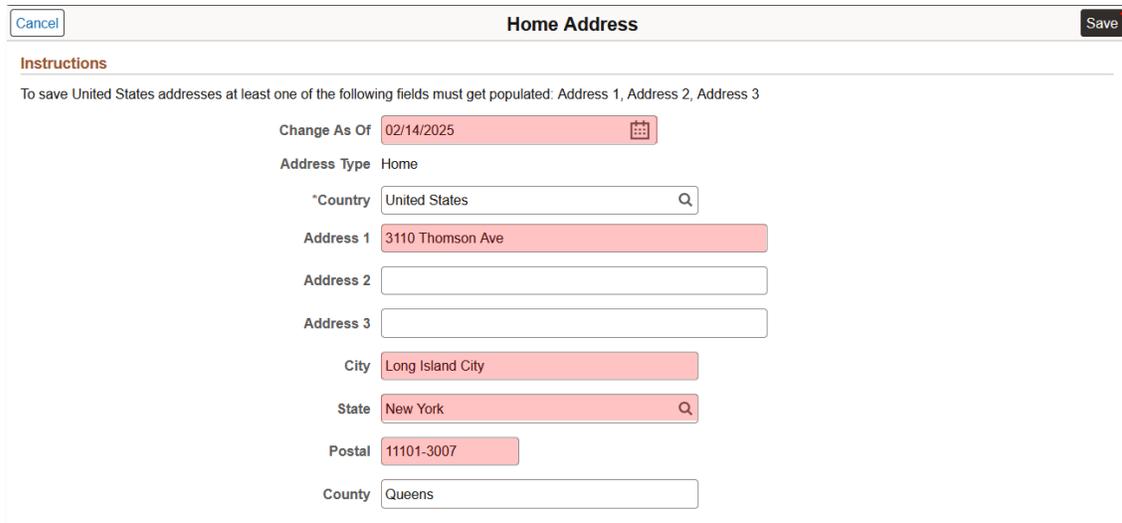


4. Click on the 'Current' **Home Address** or **Mailing Address** to be changed.



5. Edit the Home or Mailing Address entering the change effective date, and changes desired. Click **Save**.

**Note:** Alternatively, the address can be entered in **Address 1** and the 5-digit zip code on **Postal** and then press the Tab key. This will populate and validate the address. Click **Save**.



The screenshot shows a 'Home Address' form with the following fields and values:

- Cancel** button (top left)
- Home Address** title (top center)
- Save** button (top right, highlighted with a red arrow)
- Instructions:** To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3
- Change As Of:** 02/14/2025 (with a calendar icon)
- Address Type:** Home
- \*Country:** United States (with a search icon)
- Address 1:** 3110 Thomson Ave
- Address 2:** (empty)
- Address 3:** (empty)
- City:** Long Island City
- State:** New York (with a search icon)
- Postal:** 11101-3007
- County:** Queens