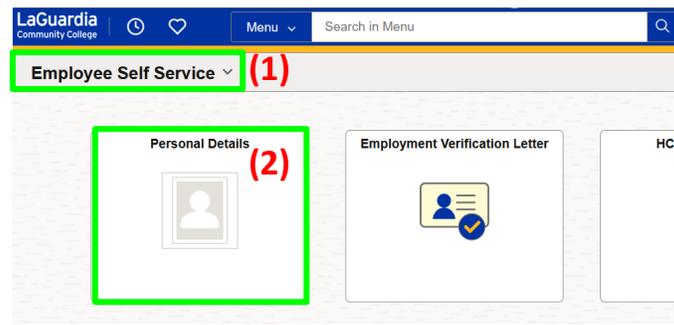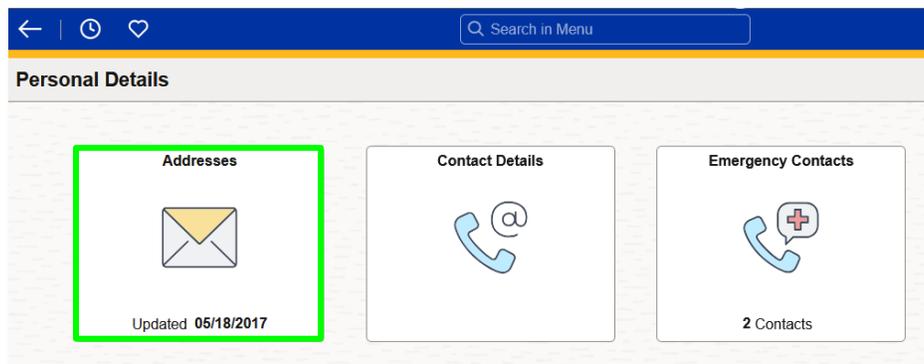![LaGuardia Community College logo]

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

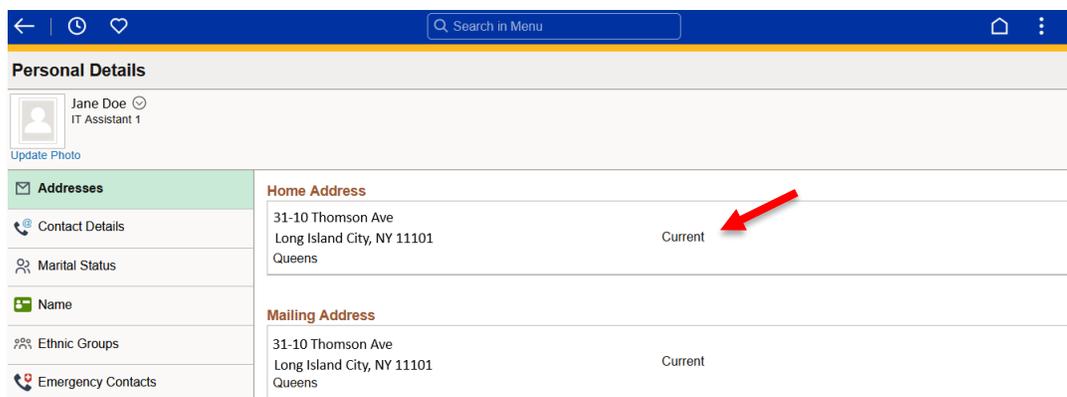# HOME AND MAILING ADDRESS CHANGE

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

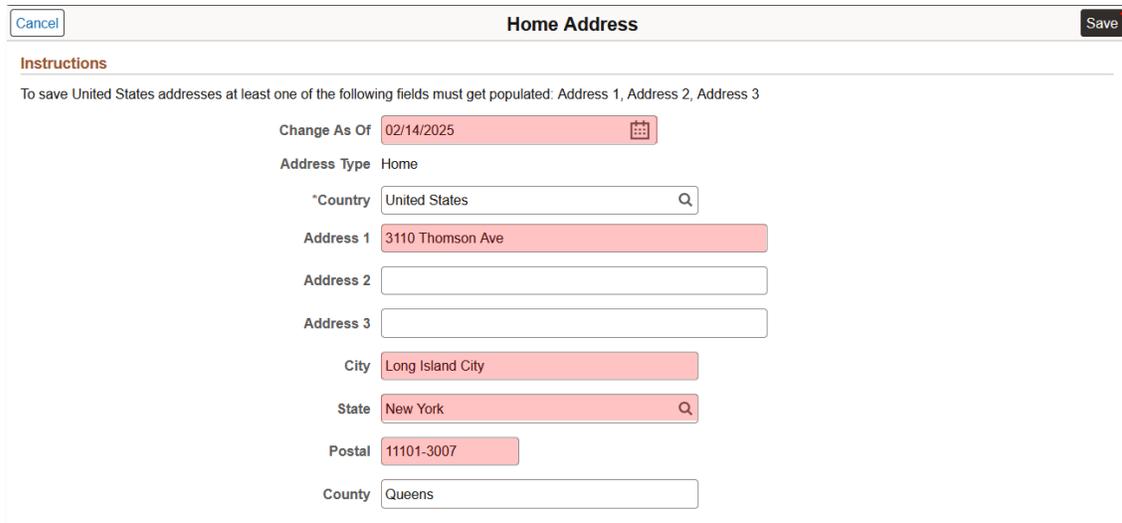3. On **Personal Details**, click on the **Addresses** tile.

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**.