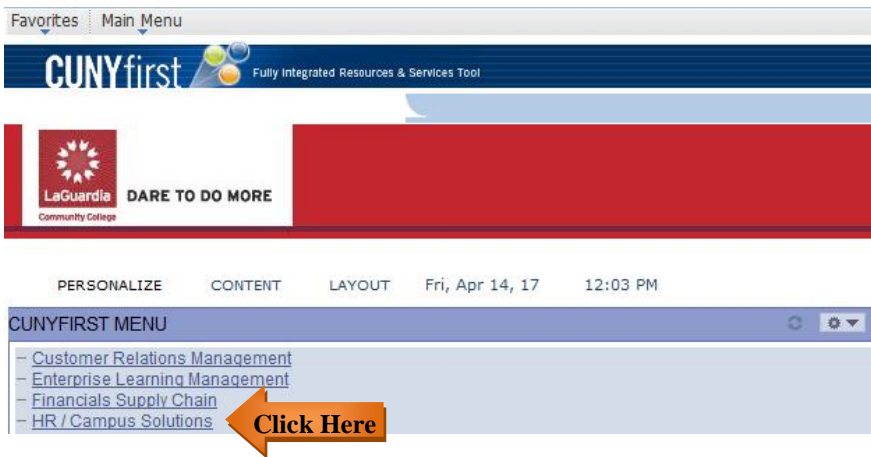


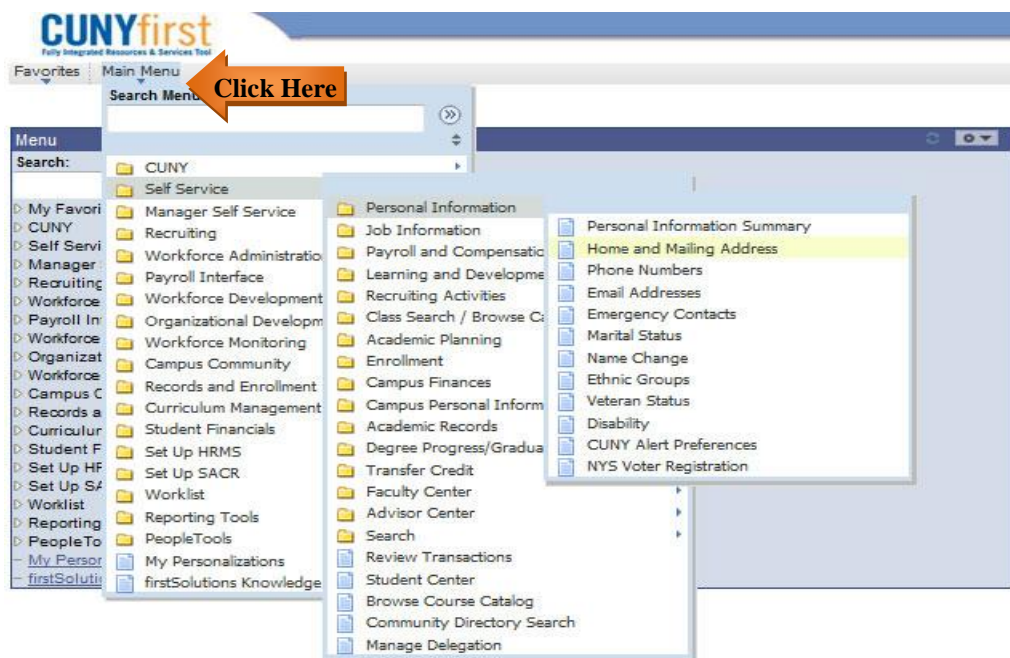
Updating Home and Mailing Address

Note: Home address is used for payroll processing and benefits enrollments

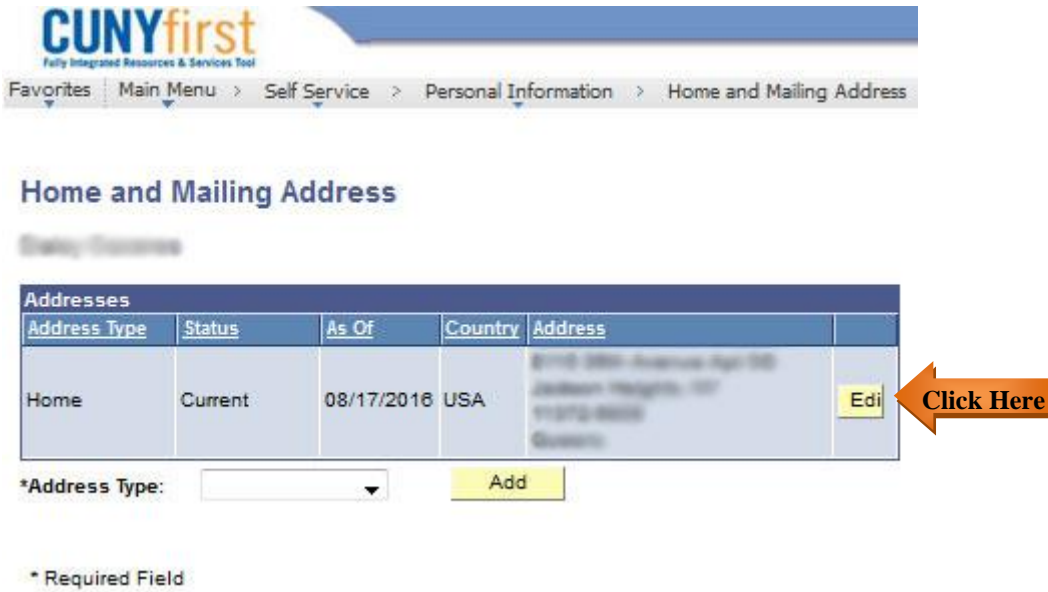
Step 1 – Click **HR / Campus Solutions**



Step 2 – Click on **Main Menu -> Self Service -> Personal Information -> Home and Mailing Address**



Step 3 – Click on **Edit**



CUNYfirst
Fully Integrated Resources & Services Tool

Favorites | Main Menu > Self Service > Personal Information > Home and Mailing Address

Home and Mailing Address

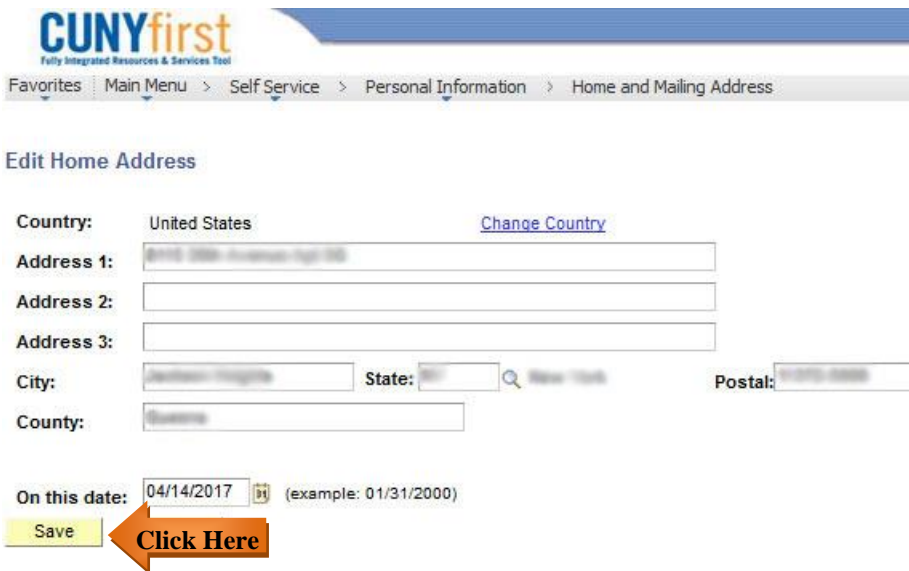
Display: 1 Records

Addresses					
Address Type	Status	As Of	Country	Address	
Home	Current	08/17/2016	USA	8110 20th Avenue Apt 10 Jamaica Heights, NY 11422-4408 Queens	Edit

*Address Type:

* Required Field

Step 4 – Modify the information in the form, then click **Save**



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Favorites | Main Menu > Self Service > Personal Information > Home and Mailing Address

Edit Home Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:

On this date: (example: 01/31/2000)

[Click Here](#)