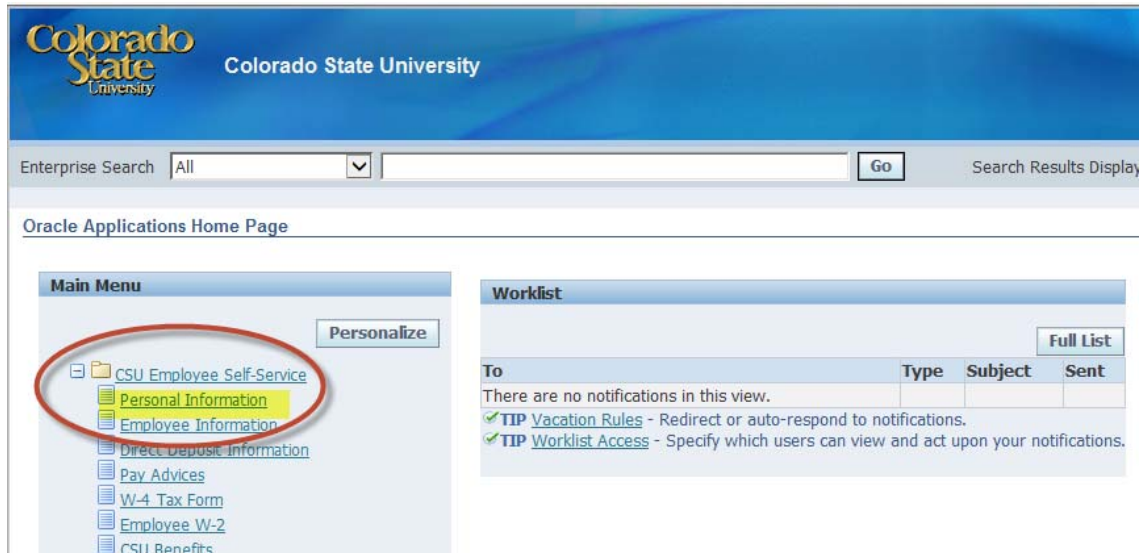


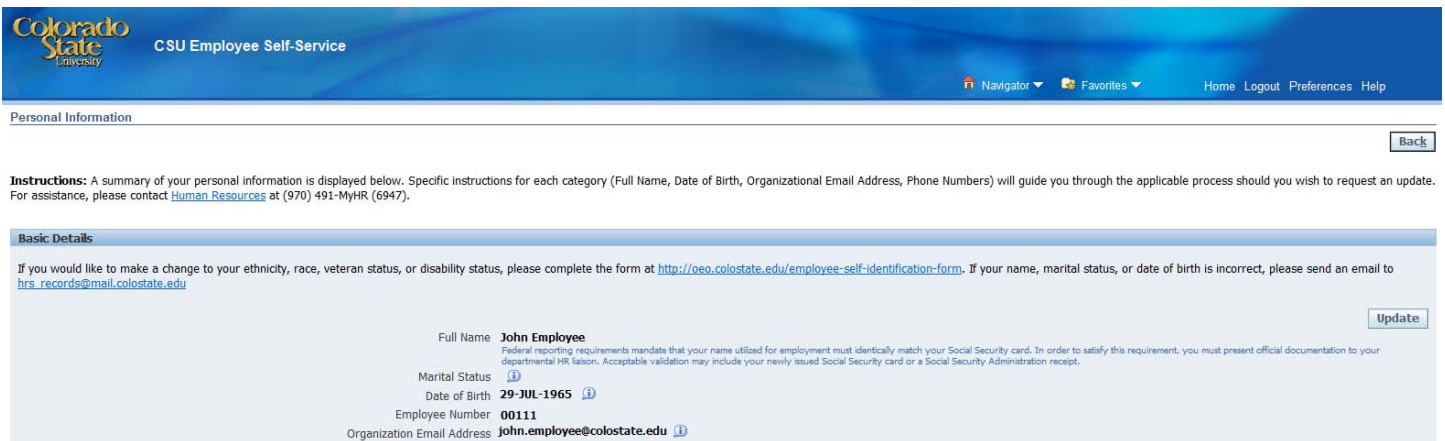
Address Change

Follow the instructions to change or update your current address.

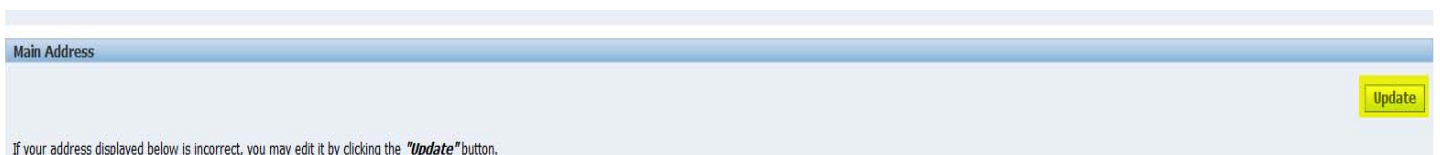
1. Click on the **CSU EMPLOYEE SELF-SERVICE** responsibility to expand the menu. Click **Personal Information**.



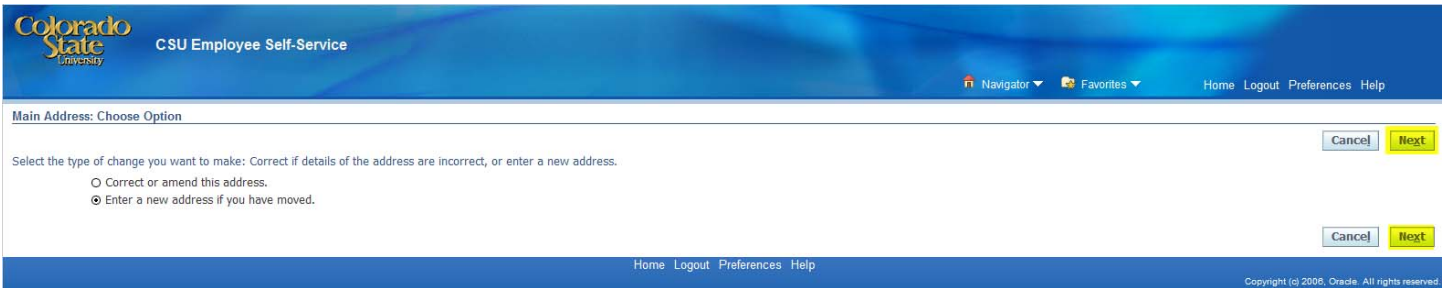
The **Personal Information** page displays.



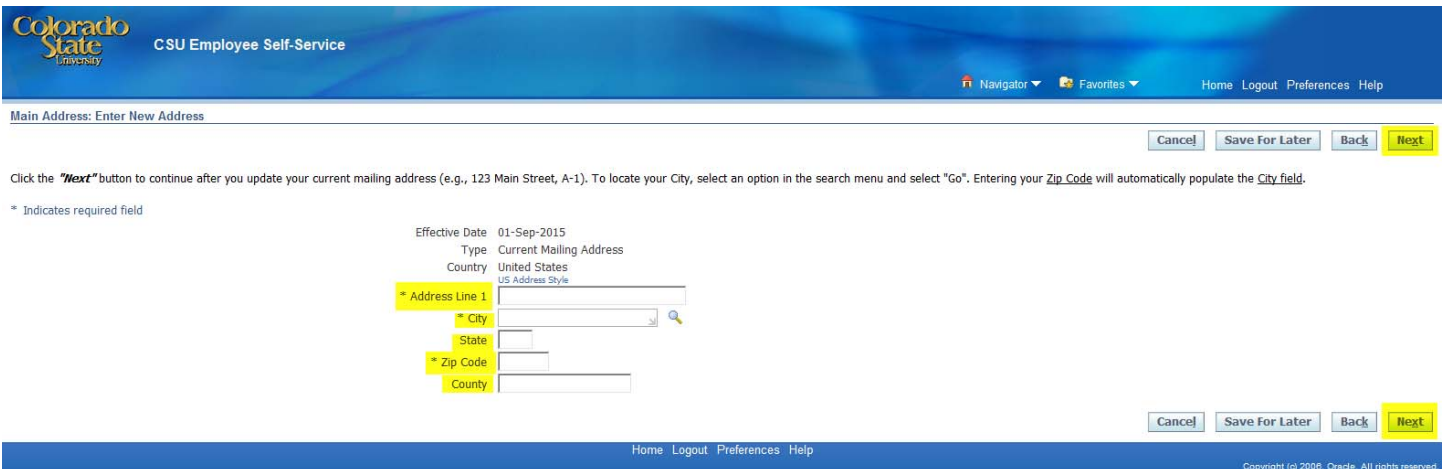
2. Scroll down to the **Main Address** section, click the **Update** button.



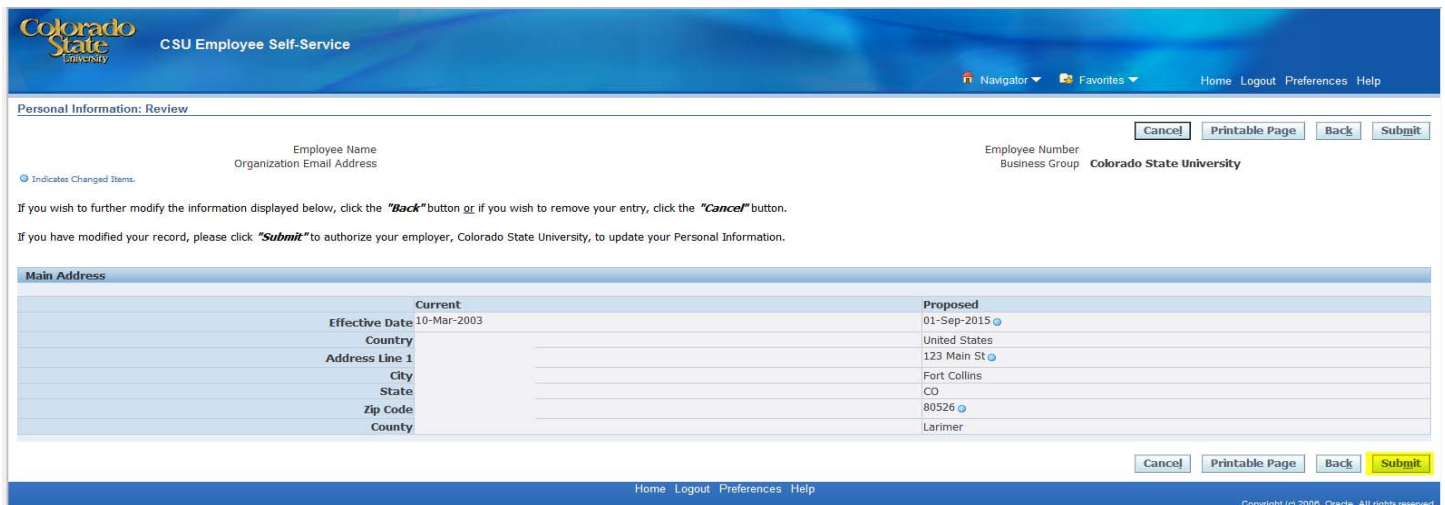
- On the **Main Address: Choose Option** page, the choice will automatically be selected, and click on **Next**.



- 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.

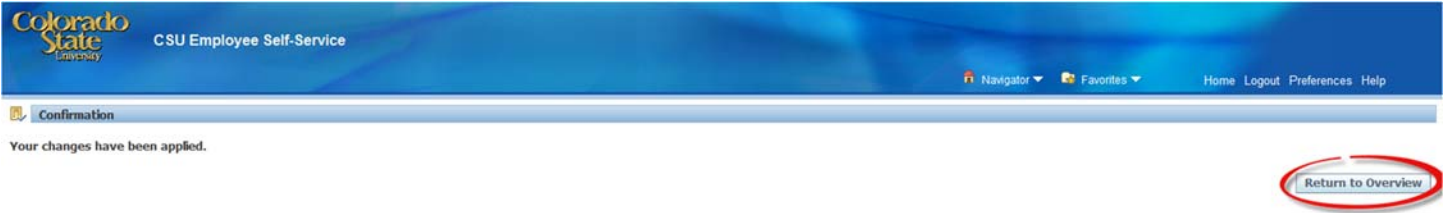


- This brings you to the **Personal Information: Review** page where you can review your changes before they are submitted.



	Current	Proposed
Effective Date	10-Mar-2003	01-Sep-2015
Country		United States
Address Line 1		123 Main St
City		Fort Collins
State		CO
Zip Code		80526
County		Larimer

- 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**.

