Updating Your Address in Self-Service:

First, visit <u>https://ssologin.cuny.edu/cuny.html</u> to login. You will be asked for your CUNYfirst login, which will be formatted as [first name].[last name][last 2 digits of your employee ID]@login.cuny.edu. An example would be <u>Elmer.Fudd37@login.cuny.edu</u>. Then click "Log in" to continue.

CUNY Login

New CUNYfirst | CUNYsmart | Virtual Bookstore Blackboard | DegreeWorks | FACTS

Log in with your CUNY Login credentials

If you do not have a CUNYfirst account, see the FAQs.

@login.cuny.edu	â
Password	
Log in	

This will lead you to a landing screen like that shown below. In the "CUNYfirst Menu" block of links at the top left, click "Human Capital Management"

Favorites Main Menu	
CUNY first Strate Integrated Resources & Services Tool	
	HOME
YORKCollege	
PERSONALIZE CONTENT LAYOUT Thu, Mar 19, 20 9:47 AM	
CUNYFIRST MENU O O *	CORONAVIRUS UPDATES 0 • •
Human Capital Management	CORONAVIRUS UPDATES: No on-campus classes from March 12 - 18. Most classes will move to distance learning on March 19 for the remainder of the semester. CUNY schools, dorms, libraries, research facilities, day care centers, labs remain open.
	EAQs for faculty and staff on accessing and using CUNY technology to support remote teaching, learning and work
	IDNYC CARD
CENTRAL OFFICE ANNOUNCEMENTS	Does your IDNYC expire in less than 60 days? If so, you can now easily renew your IDNYC online. If you don't have an IDNYC yet, join the largest municipal ID program in the country and discounts to museums, Citi Bike, movie tickets, and more! Make an appointment to enroll at NYC gov1DNYC
Enough is Enough	CUNYFIRST NOTICES O .
If you have experienced sexual misconduct, including sexual harassment or assault, or if you wish to report a sexual misconduct incident, click <u>bate</u> for CUNY's policies, support programs, and resources.	
The CUNY Application	
CUNYFIRST MENU	0 0-
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- Human Capital Management	
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Once you're in Human Capital Management, you will see a Menu. Click "Self Service" from that menu.

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You will see several menu items. Under the heading "Personal Information", click the link for "Home and Mailing Address" shown below:

 Personal Information Review and update your personal information. Personal Information Summary Home and Mailing Address Phone Numbers 7 More

On the Home and Mailing Address screen, review the addresses listed for accuracy. In order to edit either of them, click the 'Edit' button on the right side of the row.

Addresses	<u>Status</u>	As Of	Country	Address	
lome	Current		USA		Edi
Aailing	Current		USA		Edi

If you Edit, you will be taken to a screen showing the old address in the system. Delete the filled in lines of data for the old address and fill in the data for your current address. Press "Save" to finalize this change.

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Country:	United States		Change Country		
ddress 1:					
ddress 2:					
ddress 3:					
ity:		State:	Q New York	Postal:	
ountur					