

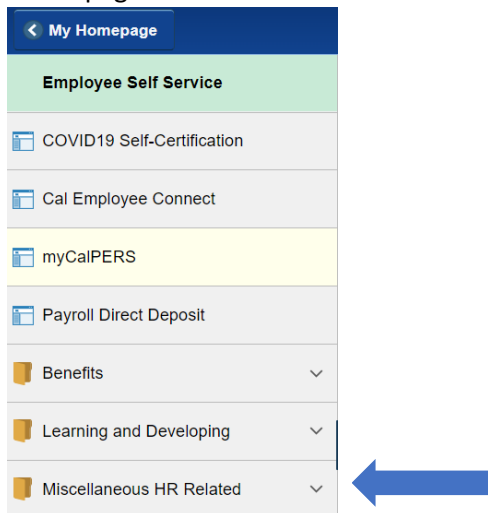
# How to Update Your Address in PeopleSoft

## Step 1. – Update Address in PeopleSoft

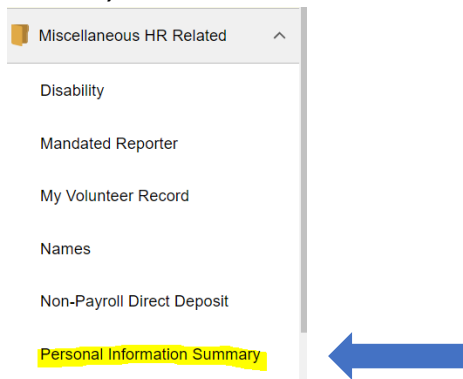
Start by logging into your My Fresno State. Click on your *'Employee Self Service'*.



When on the *Employee Self Service* page click on the *'Miscellaneous HR Related'* button on the left side of the page.



After clicking the *'Miscellaneous HR Related'* button, scroll down and select *'Personal Information Summary'*.



A new page will open up where you can review what current addresses are on file for you. If your address needs to be changed click on the *'Change home/ mailing addresses'* .

### Personal Information

Name

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	07/21/2020	USA	
Mailing	Current	05/08/2020	USA	

[Change home/ mailing addresses](#)

When you click on the *'Change home/ mailing addresses'* button another page will open. If you are going to update your address, click on the **'Edit'** button for whichever type of address you are updating. If you are updating both the home and the mailing address, you will click on each Edit button.

### Home and Mailing Address

Below is a list of your current addresses. Home address is your permanent address, typically a street address. Mailing address is the address where you would like to receive all mail sent to you from the university. To change an address, click the appropriate link.

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	07/21/2020	USA	<a href="#">Edit</a>
Mailing	Current	05/08/2020	USA	<a href="#">Edit</a>

[Return to Personal Information](#)

When you click on **'Edit'** you will be taken to the next page where you can update your address. Once you have updated your address, click the **'Save'** button.

#### 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)

[Save](#) [Cancel](#)

When you click on **'Save'** it will return you to the Home and Mailing Address screen. If you are finished updating your address, you can exit your Employee Self Service.