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**EMPLOYEE SERVICES**

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## Update Address in Modify a Person

Follow these instructions on updating the home and mailing addresses of employees and persons of interest (POI/university affiliates).

Note: The screen shots used in this guide may not be representative of your access.

**Files:**

 [Update-Address-in-ModifyPerson.pdf](#)<sup>[1]</sup>

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**Source URL:** <http://www.cu.edu/employee-services/policies/update-address-modify-person>

**Links:**

[1] [http://www.cu.edu/sites/default/files/policies/docs/Update-Address-in-ModifyPerson\\_1.pdf](http://www.cu.edu/sites/default/files/policies/docs/Update-Address-in-ModifyPerson_1.pdf)