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# Update Department and Campus Box in Modify a Person

Learn how to update the department and/or campus box of employees and persons of interest (POI). Note: The screen shots used in this guide may not be representative of your access.

**Files:**

 [update-dept-cb-modify-person.pdf](#)<sup>[1]</sup>

**Source URL:** <http://www.cu.edu/employee-services/policies/update-department-and-campus-box-modify-person>

**Links:**

[1] <http://www.cu.edu/sites/default/files/policies/1527-update-department-and-campus-box-modify-person/files/update-dept-cb-modify-person.pdf>