

## **Remind student employees to check their addresses before semester ends** <sup>[1]</sup>

April 23, 2019 by [Employee Services](#) <sup>[2]</sup>

The end of spring semester is just around the corner. When student employees verify or update their addresses in **both** their student and employee portals, it helps ensure they receive important documents and paychecks on time during summer break.

Provide them with the instructions below so they can begin.

### **Updating and verifying information in the employee portal**

To verify or update addresses in the employee portal

1. Visit the [employee portal](#) <sup>[3]</sup>, select the **CU Resources** tab and select your campus to log in.
2. Expand the dropdown menu and **My Info and Pay**.
3. Select the **My Info** tile. You can then verify or input your home and mailing addresses.

### **Updating and verifying information in the student portal**

To verify or change their addresses in the student portal, student employees should choose their campus to get started.

#### **CU Boulder**

1. Log into [MyCUInfo](#) <sup>[4]</sup>.
2. Expand the **Profiles and Settings** menu on the right side of the page.
3. Select **Manage Profile and Privacy**.
4. In the pop-up menu, choose the type of information you want to update. In this case, **Addresses**.
5. Follow these steps on the page to add, edit or delete (if allowed) your existing information.

#### **CU Denver | Anschutz**

1. Log into [UCDAccess](#) <sup>[5]</sup>.
2. Select the **Student Center** drop down menu.
3. Click the **Profile** icon.

4. Select **Addresses**. From these, you can update your current address.

## CU Colorado Springs

1. Log into MyUCCS Student Portal [6].
2. Under the **Student** tab, select **Records and Registration**.
3. Access **Student Self Services**, then click on the **Profile** icon.
4. Select **Addresses**. From these, you can update your current address.

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[1] <https://www.cu.edu/blog/hcm-community/remind-student-employees-check-their-addresses-semester-ends> [2] <https://www.cu.edu/blog/hcm-community/author/9230> [3] <http://my.cu.edu>

[4] <https://fedauth.colorado.edu/idp/profile/SAML2/POST/SSO;jsessionid=38FFCCEAF52D5C32576780EF7F267E06?e>

[5] <https://passport.ucdenver.edu/login.php>

[6] <https://auth.uccs.edu/adfs/ls/?SAMLRequest=fZBRS8MwEID%2FSsl7m1Ym6tEWqhVW6ESmDPRIxC61gTSpuYu6fmore%23rsa-sha256&Signature=J5a62KazkCdM7ZPCQuZfEV%2F27hteHH%2B06153xhiJFklf94hoMoqZjkHi6%2BtGjB8EJK>

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