Published on *University of Colorado* (https://www.cu.edu)

Remind student employees to check their addresses before semester ends [1]

April 23, 2019 by Employee Services [2]

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 [3], select the **CU Resources** tab and seletc 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 [4].
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 [5].
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.

Display Title:
Remind student employees to check their addresses before semester ends
Send email when Published:
No

Source URL:https://www.cu.edu/blog/hcm-community/remind-student-employees-check-their-addresses-semester-ends

Links
[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%2FSsl7m1Ym6tEWqhVW6ESmDPRlxC61gTSpuYu6
more%23rsa-sha256&Signature=J5a62KazkCdM7ZPCQuZfEV%2F27htehh%2B06153xhiJFkIf94hoMoqZjkHi6%2BtGjB8EJk