Remind student employees, faculty to check their addresses before the year ends [1]

November 14, 2018 by Employee Services [2]

The New Year is just around the corner and important tax documents, such as the W-2, will be mailed to your student employees and faculty soon.

Verifying or updating their addresses will help ensure they receive their documents on time, so they can file taxes without delay. Provide them with these instructions so they can begin.

Please note: For student employees, this must be done in **both the student and employee** portals.

Updating and verifying information in the employee portal

To verify or update addresses in the employee portal:

- 1. Visit the employee portal [3] and select your campus to log in.
- 2. Expand the dropdown menu and select My Info and Pay.
- 3. Select the My Info tile. You can then verify or input their home and mailing addresses.

For student employees: Updating and verifying information in the student portal

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

CU Boulder

- 1. Log into MyCUInfo [4].
- 2. Click the **Profiles and Settings** menu on the right side of the page.
- 3. Select Manage Profile and Privacy.
- 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.

For more information, visit the Registrar's website [5].

1.

2CU Denver|Anschutz

Log into UCDAccess [6]

- 3.
- Select the Student
 Center drop down
 menu.
 Click the Profile icon.
 Select Addresses.
 From there, you can
 update your current
 address.

1 CU Colorado Springs

- 2. Log into myUCCS
 Student Portal [7].
 Under the Student
- 3. tab, select Records and Registration.
- 4. Access Student Self Services, then click on the Profile icon.
 Select Addresses.
 From there, you can update your current address.

portal [8], student employee [9], Faculty Elections [10], year-end [11]

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Links

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