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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**.
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.

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

1.

2. **CU Denver|Anschutz**

Log into UCDAccess [6]
3. .
4. Select the **Student Cente**r 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.

Employee Portal [8]
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