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Remind student employees to update and verify personal information in their student, employee portals [1]

September 3, 2019 by Employee Services [2]

With the start of the fall semester, student employees should verify or update their home and mailing addresses, emergency contacts, contact details and other important personal information to ensure they receive important documents and are able to be contacted in the event of an emergency.

This information should be entered and verified in **both their student and employee portals** because these portals function in different systems.

They can visit Employee Services online [3] to learn how to update their information in their employee portal. If they have questions or concerns about updating information in their student portals, they should contact the Office of Information Technology on their campus:

- CU Boulder [4]
- CU Colorado Springs [5]
- CU Denver | Anschutz Medical Campus [6]

Employee Portal [7]
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