

## **Remind student employees to update their addresses before the year ends** <sup>[1]</sup>

November 16, 2017 by [Employee Services](#) <sup>[2]</sup>

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

Verifying or updating their addresses will help ensure they receive their documents on time, so they can file taxes without delay. This must be done in both their student and employee portals. Provide them with the instructions below so they can begin.

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

To verify or update their addresses in the employee portal, student employees should:

1. Visit their [employee portal](#) <sup>[3]</sup> and select their campus to log in.
2. Open the **NavBar** and select **CU Resources**.
3. Select **My Info and Pay**, then click **Employee Profile**. They can then verify or input their 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 below to get started.

**CU Boulder**

**CU Denver | Anschutz**

**CU Colorado Springs**

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 the 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.
3. Log into [UCDAccess](#) [6]
4. Select the **Student Center** drop down menu.  
Click on the **Profile** icon.  
Select **Addresses**.  
From there, you can update your current address.

- 1.
- 2.
3. Log into [myUCCS Student Portal](#) [7].  
Under the **Student** tab, select **Records and Registration**.
4. Access **Student Self Services** and then click on the Profile icon.  
Select **Addresses**.  
From there, you can update your current address.

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#### **Links**

[1] <https://www.cu.edu/blog/hcm-community/remind-student-employees-update-their-addresses-year-ends>

[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] <http://my.cu.edu/>

[4] <http://mycuinfo.colorado.edu/>

[5] <http://www.colorado.edu/registrar/students/records-privacy/address-phone-number>

[6] <http://www.ucdenver.edu/students/portal/Pages/default.aspx>

[7] <https://ping.prod.cu.edu/idp/startSSO.ping?PartnerSpId=SP:EnterprisePortal&IdpSelectorId=ColoradoSpringsD>

[8] <https://www.cu.edu/blog/hcm-community/tag/year-end>

[9] <https://www.cu.edu/blog/hcm-community/tag/address>

[10] <https://www.cu.edu/blog/hcm-community/tag/student-employee>