

Updating Your Address in Self-Service:

First, visit <https://ssologin.cuny.edu/cuny.html> to login. You will be asked for your CUNYfirst login, which will be formatted as [first name].[last name][last 2 digits of your employee ID]@login.cuny.edu. An example would be Elmer.Fudd37@login.cuny.edu. Then click “Log in” to continue.

CUNY Login

New → [CUNYfirst](#) | [CUNYsmart](#) | [Virtual Bookstore](#)
[Blackboard](#) | [DegreeWorks](#) | [FACTS](#)

Log in with your [CUNY Login credentials](#)

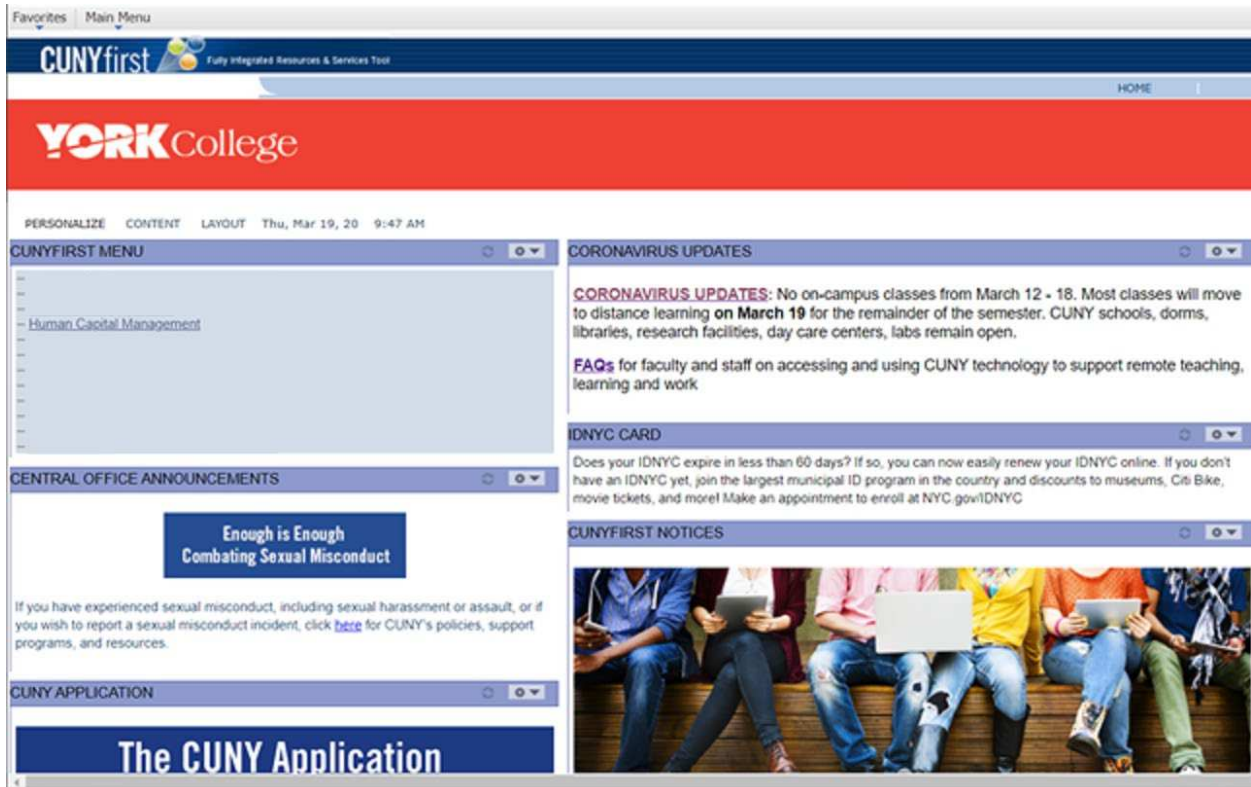
If you do not have a CUNYfirst account, see the [FAQs](#).

Username

Password

Log in

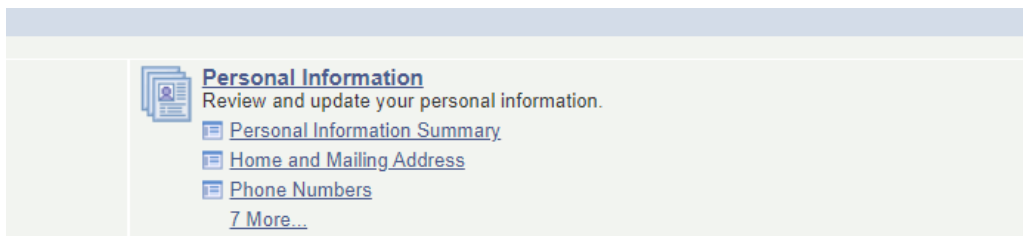
This will lead you to a landing screen like that shown below. In the “CUNYfirst Menu” block of links at the top left, click “Human Capital Management”



Once you're in Human Capital Management, you will see a Menu. Click "Self Service" from that menu.



You will see several menu items. Under the heading "Personal Information", click the link for "Home and Mailing Address" shown below:



On the Home and Mailing Address screen, review the addresses listed for accuracy. In order to edit either of them, click the 'Edit' button on the right side of the row.

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[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Personal Information](#) > [Home and Mailing Address](#)

Home and Mailing Address

Address Type	Status	As Of	Country	Address	
Home	Current		USA		Edit
Mailing	Current		USA		Edit

[Return to Self Service](#)

If you Edit, you will be taken to a screen showing the old address in the system. Delete the filled in lines of data for the old address and fill in the data for your current address. Press "Save" to finalize this change.

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[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Personal Information](#) > [Home and Mailing Address](#)

Edit Home Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: New York Postal:

County:

On this date: 03/19/2020 (example: 01/31/2000)

[Save](#) [Cancel](#)