

## Updating Your Address in Self-Service:

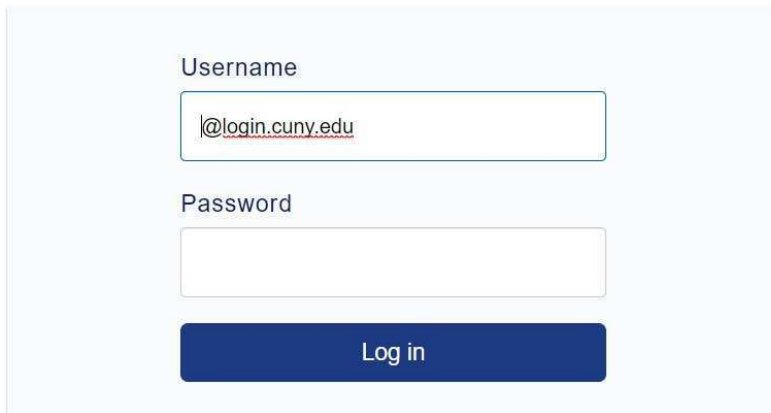
First, visit <https://ssologin.cuny.edu/cuny.html> to login. You will be asked for your CUNYfirst login, which will be formatted as [first name].[last name][last 2 digits of your employee ID]@login.cuny.edu. An example would be [Elmer.Fudd37@login.cuny.edu](mailto:Elmer.Fudd37@login.cuny.edu). Then click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

A screenshot of the CUNY Login form. It features a light blue background. At the top, the word "Username" is displayed above a text input field containing the text "@login.cuny.edu". Below this, the word "Password" is displayed above an empty text input field. At the bottom of the form is a dark blue button with the text "Log in" in white.

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”

The screenshot shows the CUNYfirst website interface. At the top, there is a navigation bar with "Favorites" and "Main Menu" on the left, and "HOME" on the right. Below this is a red banner with the "YORK College" logo. Underneath the banner, there are several utility links: "PERSONALIZE", "CONTENT", "LAYOUT", and the date "Thu, Mar 19, 20 9:47 AM".

The main content area is divided into several sections:

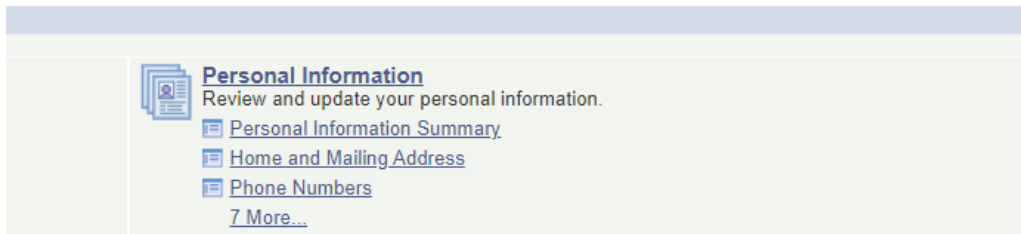
- CUNYFIRST MENU:** A vertical list of links, with "Human Capital Management" highlighted in blue.
- CORONAVIRUS UPDATES:** A section with a red header. It contains text about on-campus classes moving to distance learning on March 19 and provides links for FAQs.
- CENTRAL OFFICE ANNOUNCEMENTS:** A section with a blue header. It features a prominent blue box with the text "Enough is Enough Combating Sexual Misconduct" and a paragraph of text below it.
- IDNYC CARD:** A section with a blue header. It contains text about renewing IDNYC cards online.
- CUNYFIRST NOTICES:** A section with a blue header. It features a photograph of a group of students sitting on a wooden bench, some using laptops.
- CUNY APPLICATION:** A section with a blue header. It features a large blue box with the text "The CUNY Application".

This is a close-up screenshot of the "CUNYFIRST MENU" section. The menu is a vertical list of links. The link "Human Capital Management" is highlighted with a red rectangular box, indicating it is the target of the instruction.

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.

**CUNYfirst**  
Fully Integrated Resources & Services Tool

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		<a href="#">Edit</a>
Mailing	Current		USA		<a href="#">Edit</a>

[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.

**CUNYfirst**  
Fully Integrated Resources & Services Tool

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](#)