

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](#)

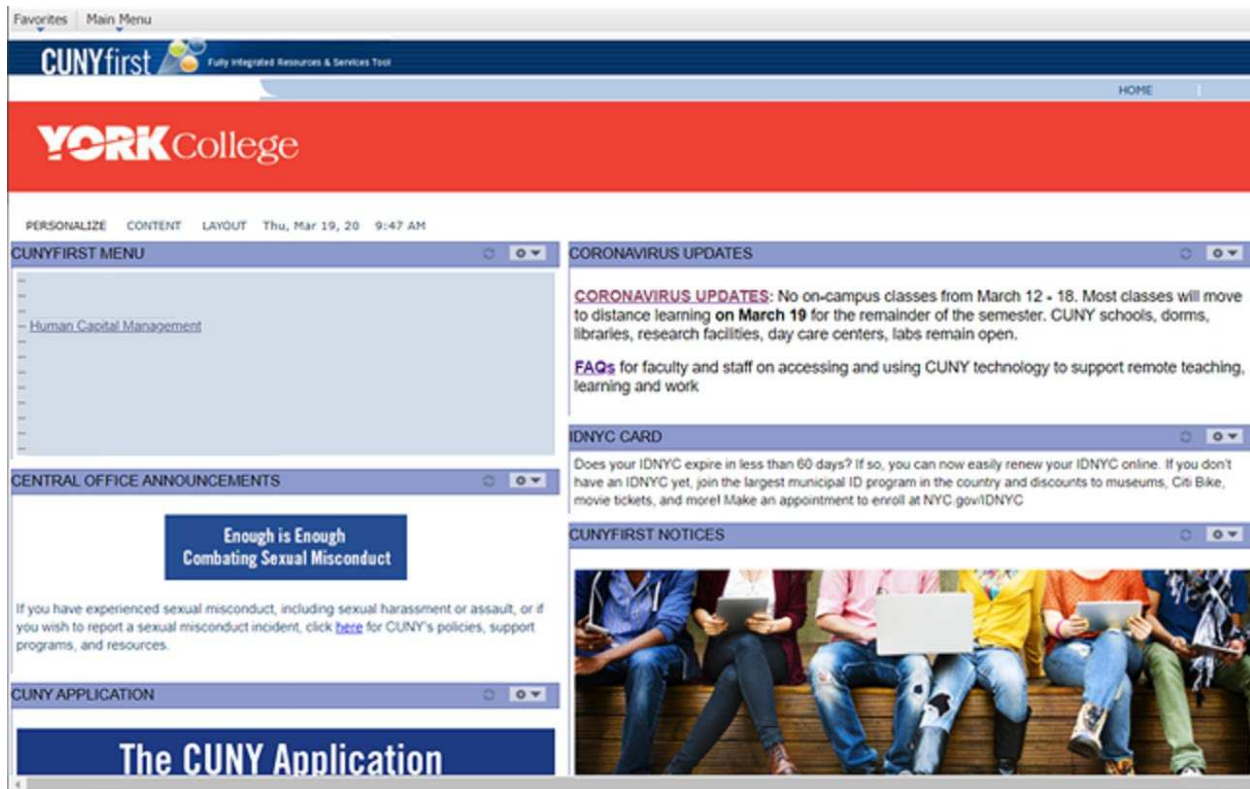
If you do not have a CUNYfirst account, see the [FAQs](#).

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”



The screenshot shows the CUNYfirst landing page. At the top, there is a navigation bar with "Favorites" and "Main Menu" links. Below this is the "CUNYfirst" logo and the tagline "Fully Integrated Resources & Services Tool". A red banner features the "YORK College" logo. The page is dated "Thu, Mar 19, 20" at "9:47 AM". The "CUNYFIRST MENU" is visible on the left, with "Human Capital Management" highlighted. Other sections include "CENTRAL OFFICE ANNOUNCEMENTS" with a notice about sexual misconduct, "CUNY APPLICATION" with a large blue button labeled "The CUNY Application", "CORONAVIRUS UPDATES" with information about on-campus classes moving to distance learning, "IDNYC CARD" with information about renewing IDs, and "CUNYFIRST NOTICES" with a photo of students sitting on a bench.

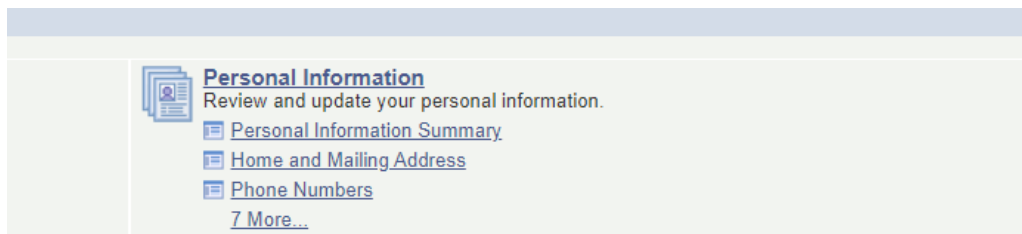


This is a close-up of the "CUNYFIRST MENU" section. The menu is a list of links, and "Human Capital Management" is highlighted with a red rectangular box.

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		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](#)