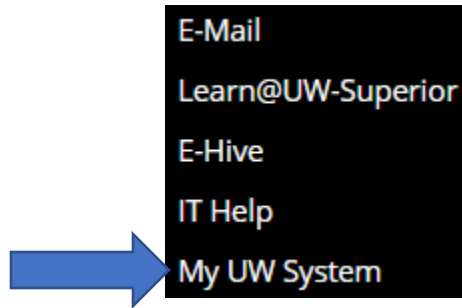


Self-Service Address Update

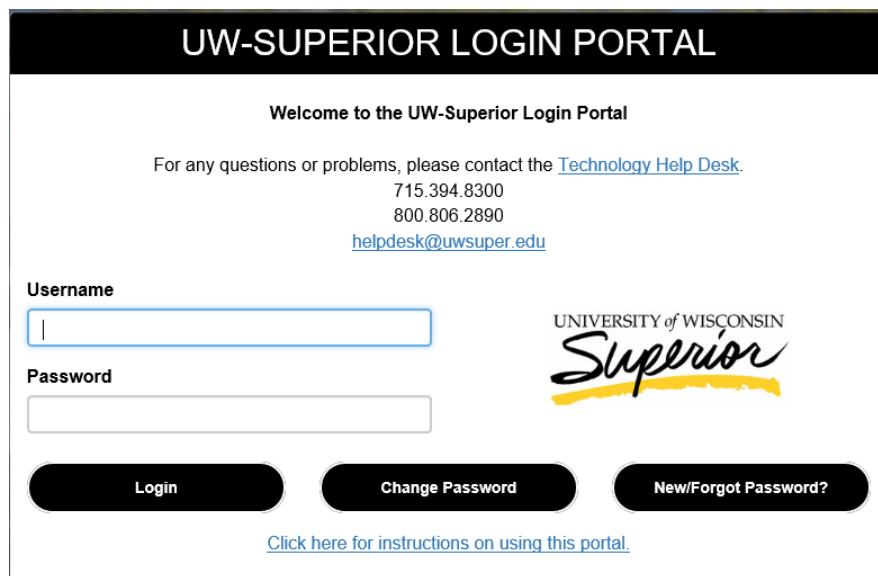
Follow these instructions to update your address. You must still have access to HRS in order to make the update.

Go to www.uwsuper.edu

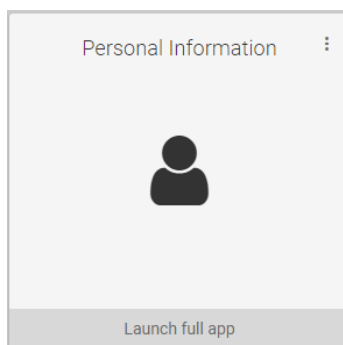
Navigate to My UW-System:



Log in using your UWS credentials:

A screenshot of the UW-SUPERIOR LOGIN PORTAL. The header is 'UW-SUPERIOR LOGIN PORTAL'. Below the header, it says 'Welcome to the UW-Superior Login Portal'. There is contact information for the Technology Help Desk: 715.394.8300, 800.806.2890, and helpdesk@uwsuper.edu. There are input fields for Username and Password. To the right of the input fields is the University of Wisconsin Superior logo. Below the input fields are three buttons: Login, Change Password, and New/Forgot Password?. At the bottom, there is a link: [Click here for instructions on using this portal.](#)

Click on the Personal Information Tile:



This will bring up all your current information:

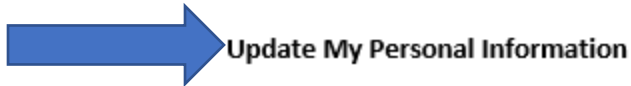
Primary/Legal Name:
Department:
Title:

Office Address

Primary Office Phone:
Campus Business Email:

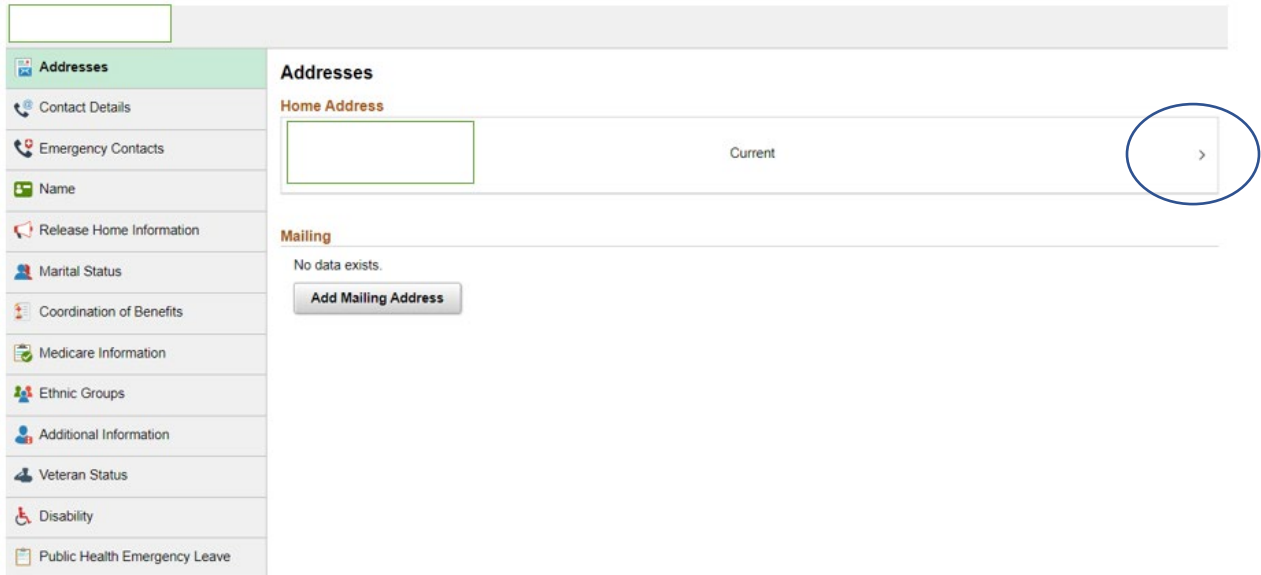
Home Address

Phone:
Release Home Address:



- Click on Update My Personal Information

A new window will populate:



The screenshot shows a user profile interface. On the left is a navigation menu with various categories like 'Addresses', 'Contact Details', 'Emergency Contacts', etc. The main content area is titled 'Addresses' and shows a 'Home Address' section with a text input field. A blue circle highlights the right side of this input field, where a small right-pointing arrow is located. Below the 'Home Address' section is a 'Mailing' section with the text 'No data exists.' and an 'Add Mailing Address' button.


- Click on the arrow of your current Home Address

A new window will populate:


Cancel Address Save

Employee Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of 

Address Type


Country 

Address 1

Address 2

Address 3

City

State 

Postal

County

- Update the information
- Hit Save
- Sign Out:

