How to Update Your Address

Login to HRMS:

NORTH DAKOTA UNIVERSITY SYSTEM			
Human Resources Log In NDUS Human Resources requires authentication using your NDUS identifier. User ID	Trouble Logging In? If you are experiencing any difficulties getting logged into the system, please use the links below.		
	NDUS System Status		
Password	User ID and Password Help		
Log In	Send email to Help Desk		
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On the Homepage that loads, select your employee self-service homepage:

	▼ MSS Hompag	e	
Job Data	New Hire Approv MSS Hompage	ove/Review	Exceptions
PEOPLESOFT	Employee Self Service	ELE.	PEOPLESOFT
Doguost Timo Administration	Load Time and Labor Creat	- Contract Droinstad Day	Danau Day Confesta MA

Select the Personal Details Tile:

▼ Employee Self Service					
Company Directory	Total Rewards	Hires/Terms Approval Summary			
		Transaction Type Hire Request I-9 Forms Termination Request	Approvals 1 18 2	Reviews 0 0 0	
Personal Details	Payroll	Time		OnBoardin	DRACLE PEOPLESOFT
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It should load to the Addresses page. Click on the Address you want to update to open the fields.

📑 Addresses	Addresses	
Contact Details	Home Address	
Number 2015 Ethnic Groups	Current	>
C Emergency Contacts		
Additional Information	Mailing	
•	No data aviete	

Cancel	A	Idress	Save
Employee Instruction	Address	Validation	
To save United States addresses at least one of the fol	lowing fields must get popu	ated: Address 1, Address 2, Address 3	
Change As Of	12/03/2019		
Address Type	Home		
Country	United States	Q	
Address 1			
Address 2			
Address 3			
City			
State		0	
Side		5	
Postal			
County			
			•

Complete the fields and click the Address Validation button and if it looks okay, click Accept. Then click Save.