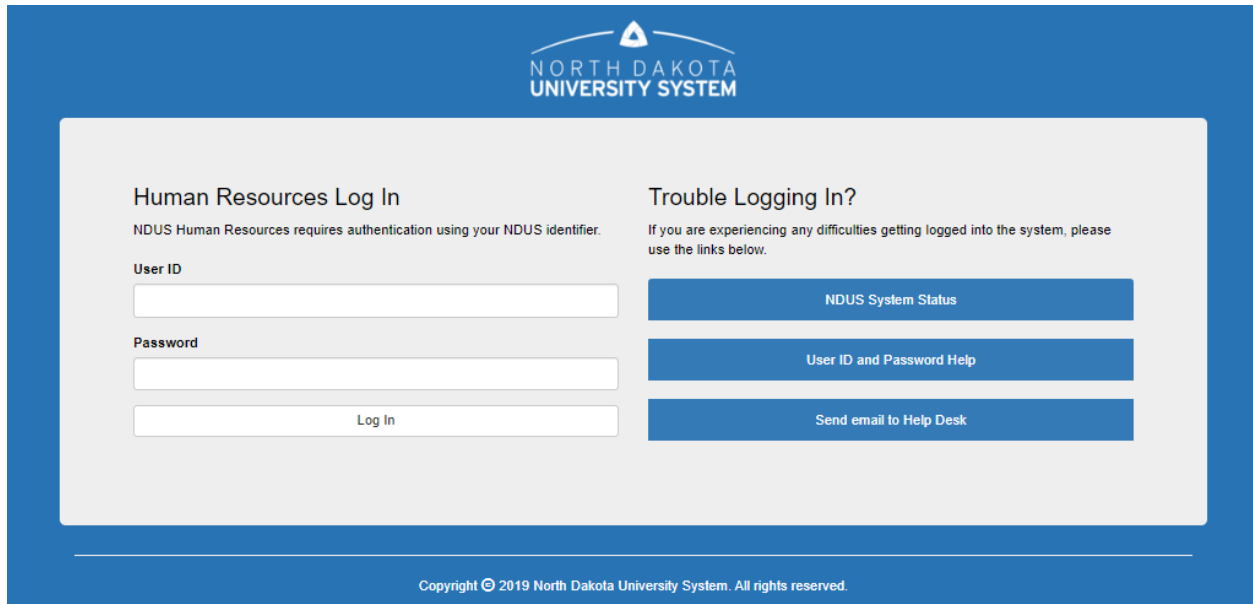


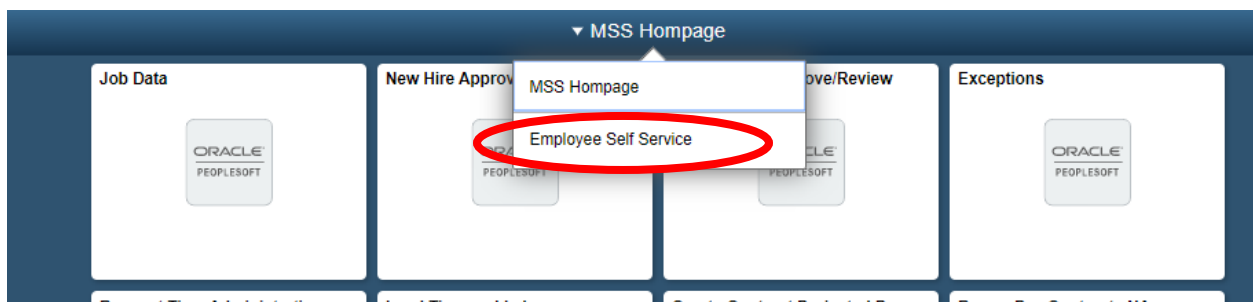
How to Update Your Address

Login to HRMS:

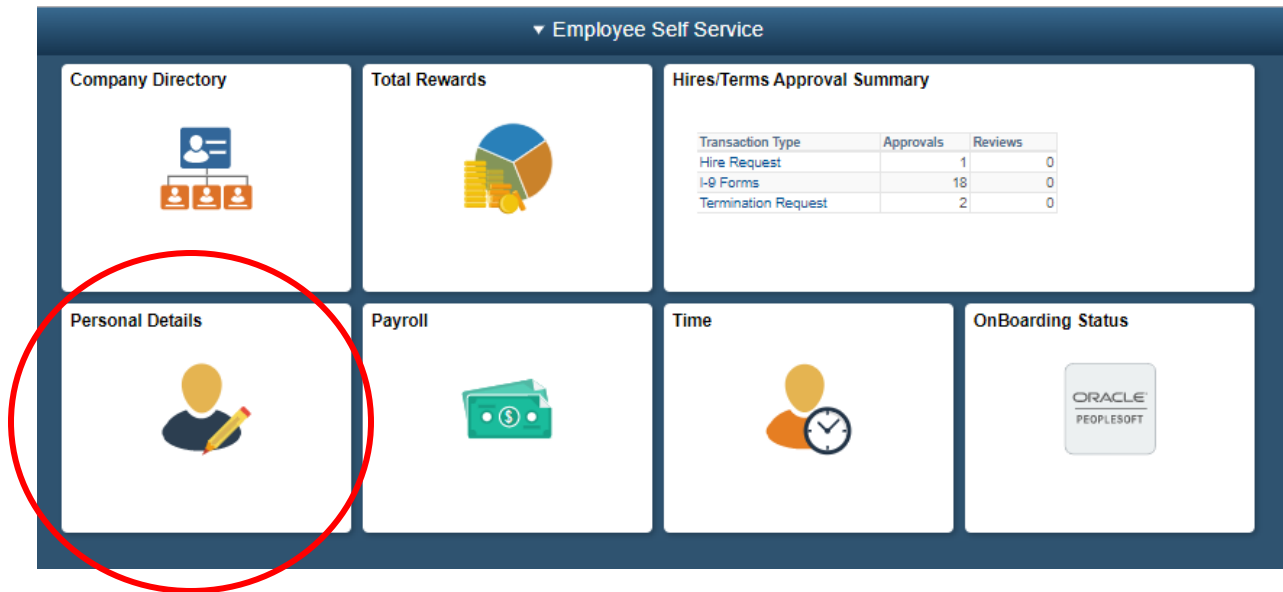


The screenshot shows the HRMS login interface for the North Dakota University System. At the top center is the university's logo. Below it, the page is divided into two main sections: "Human Resources Log In" and "Trouble Logging In?". The "Human Resources Log In" section contains three input fields: "User ID", "Password", and a "Log In" button. The "Trouble Logging In?" section provides instructions and three buttons: "NDUS System Status", "User ID and Password Help", and "Send email to Help Desk". At the bottom of the page, a copyright notice reads: "Copyright © 2019 North Dakota University System. All rights reserved."

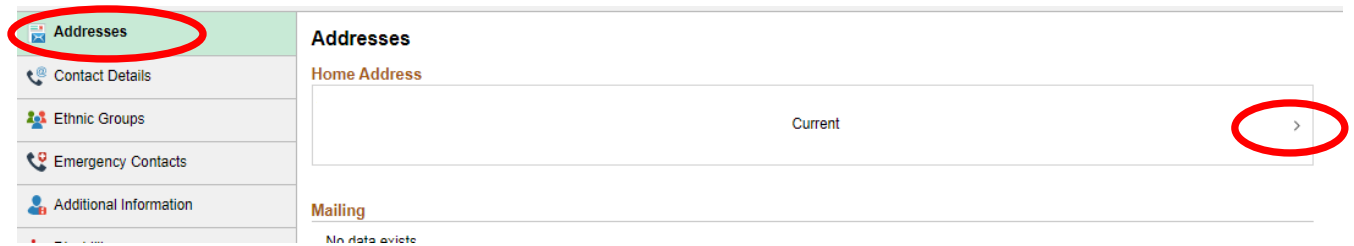
On the Homepage that loads, select your employee self-service homepage:



Select the Personal Details Tile:



It should load to the Addresses page. Click on the Address you want to update to open the fields.




Cancel Address Save


Address Validation

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

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