eProfile: View/Modify Home and Mailing Address

This document provides an overview of updating your home and mailing address using the self-service function available via My Akron, The University of Akron’s portal. This self-service application enables employees to view their current information and make updates as needed.

There is a tutorial which accompanies this document. Please visit the Software Training Services website for a complete list of tutorials.

<table>
<thead>
<tr>
<th>Important Tips to Remember when working in My Akron</th>
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<tbody>
<tr>
<td>✓ You will be logged out automatically after 20 minutes of inactivity</td>
</tr>
<tr>
<td>✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session</td>
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<tr>
<td>✓ Avoid using the browser’s Back button to navigate while in My Akron. Always use the links available on the page to navigate within My Akron. Keep in mind, you may need to use the scroll bar to view some of these links</td>
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</tbody>
</table>
Notes on Updating Address Information

- Complete the appropriate payroll forms if a home address change results in a change in school district. A link is provided on the address change page to adjust your W4/IT4 form after making a change in marital status. A link is provided on the marital status change page to access this payroll form.

- If your address change involves a move out of state please contact the Payroll Office at 330-972-7205.

Log in to My Akron

1. Log in to My Akron with your UAnet ID and password.

2. Click the “Faculty/Staff” tab.

Contact the Support Desk at 330-972-6888 if you have forgotten your UAnetID and/or password.
3. Notice the various options available under the **My Profile** heading under “Employee Services”.

![My Profile Options](image)
View/Modify Home and Mailing Address

Please note that changes to your Home/Mailing Address can be made by using either of the following methods:

- Click the “Personal Information Summary” link from the main My Profile page and then select the Change home/mailing addresses button.

- Click the “Home and Mailing Addresses” link from the main My Profile page.
**Edit an Existing Address**

1. The Home and Mailing Address page is displayed. To make changes to an address, click the Edit button next to the address you wish to change.

   **NOTE:** If you are making a change to the home address which affects your school district be sure to update your W-4/IT4 form. There is a link on this web page titled “Website for Payroll Forms” to obtain these forms.

   ![Home and Mailing Address](image)

2. The Edit Home Address page is displayed. Enter the appropriate address information and then click the Save button – be sure to indicate the date the address will take effect.

   ![Edit Home Address](image)
3. You will receive confirmation of the address change. Click **OK**.
Add a New Address

1. The Home and Mailing Address page is displayed. To add a new address, select the **Address Type** from the drop-down and then click the **Add** button.

2. Enter the address in the fields provided. Enter the date the address takes effect, if other than the current date. When finished, click the **Save** button.
2. A confirmation message appears. Click **OK**.

For questions regarding Personal Information updates:
Staff, Faculty, Contract Professionals and Graduate Assistants call 330-972-7096
or e-mail Human Resources at: hr_info_services@uakron.edu