

Change of Address

In UDSIS:

- Login into your UDSIS account and click on Student Center
- In the Personal Information section at the bottom, click on any of the hyperlinks in the “Contact Information” box for the information you want to update.
- Click **Edit** next to the row you want to update and click **OK** then **Save**. Review the saved information for accuracy.

With Human Resources/Payroll:

- Log into [Web Forms](#) using your CAS username and password.
- Click on the tab labeled “Blanks”.
- Scroll to “HR Employee Demographic Data” and click.
- Update your address and any other personal information you wish to change.
- Keep clicking “Next Step” at the bottom of each page to save the data.