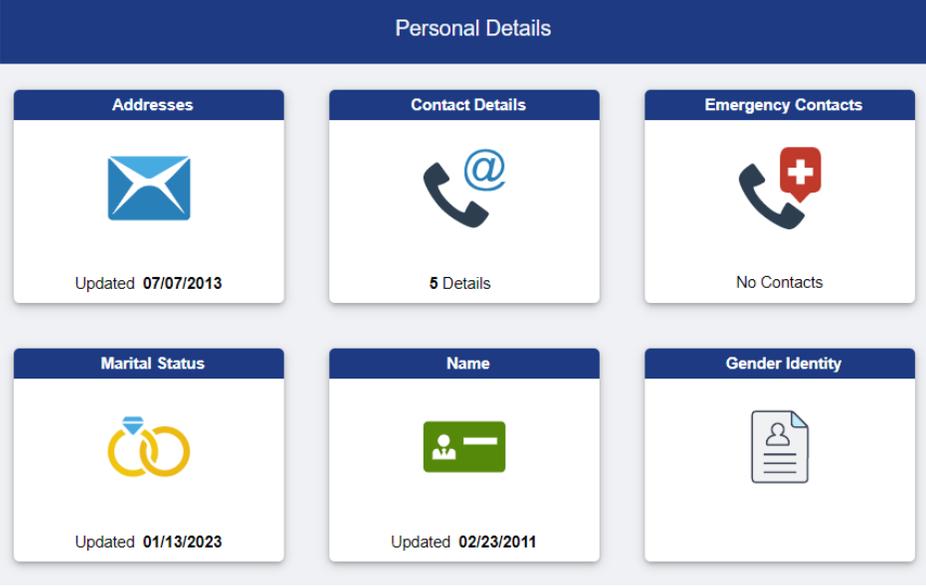


CUNYFirst Employee Self Service: Updating Home and Mailing Address & Contact Information Guide

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar to login into CUNYFirst.
2.	<p>Click on Employee Self Service at the top, and then proceed to Personal Details:</p> 
3.	<p>You can view/update your Home and Mailing Address by clicking on the Addresses button. Same to view/update your Phone Numbers and Email Addresses, click on the Contact Details button.</p> <p>To Add new information: click on the plus button  and enter in new information, then click on save to save the entry.</p> <p>To Modify: Click on the existing contact you want to update, and then change the details you need to, and click save.</p> <p>It is important to have your most up to date information on CUNYFirst, so please be sure to add and update as time goes on. If you need any help or have any questions, please reach out to the OHR Employee Services team at ohr.employeeservices@qc.cuny.edu or the OHR Payroll team at ohr.payroll@qc.cuny.edu.</p>