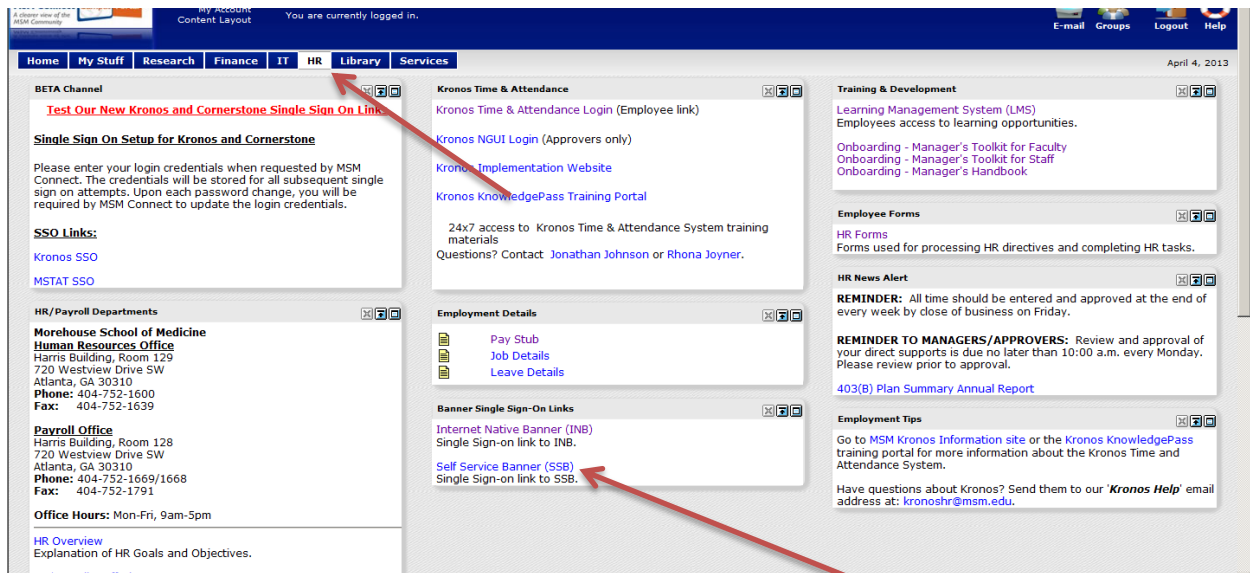


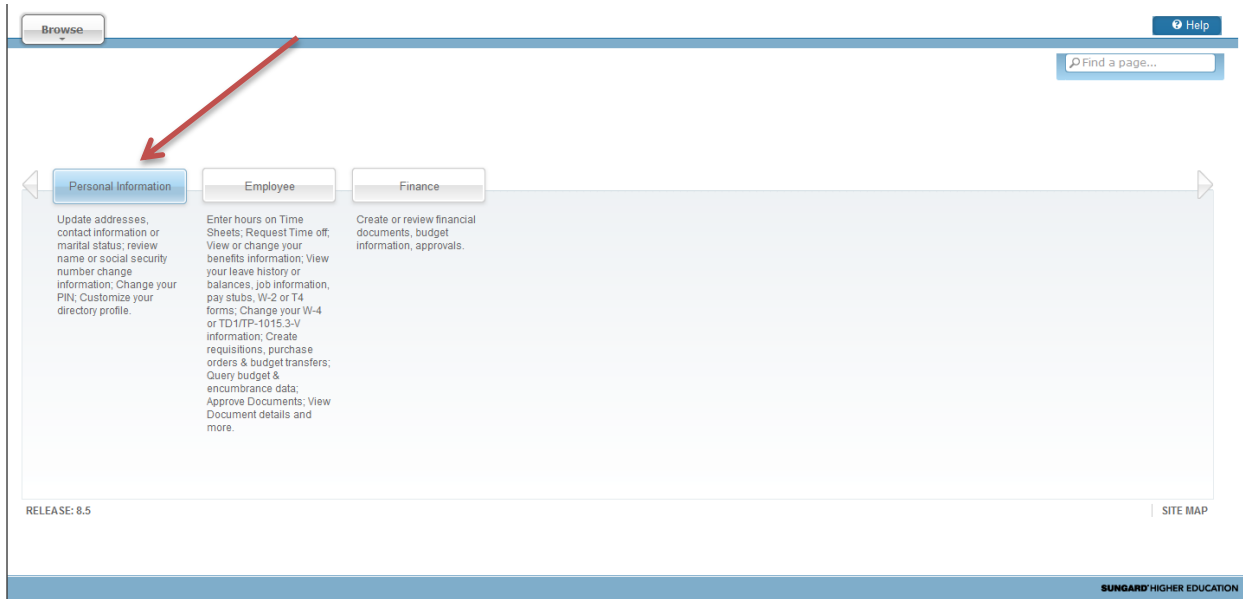
Employee Data Change: Address/Phone



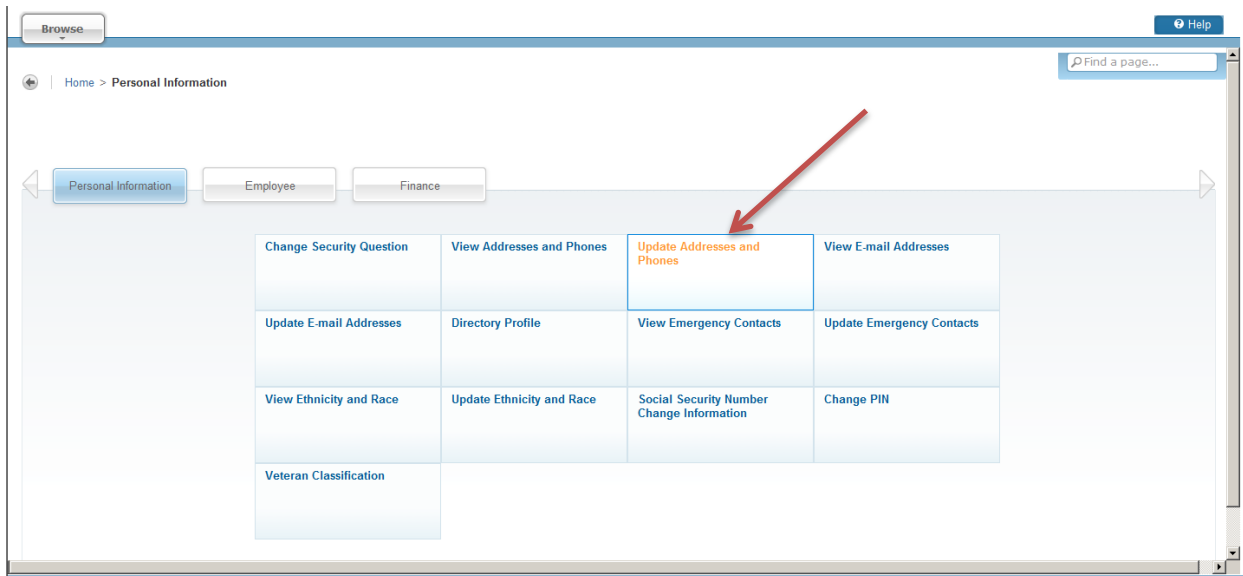
1. Log into MSM Connect using your Network Login.



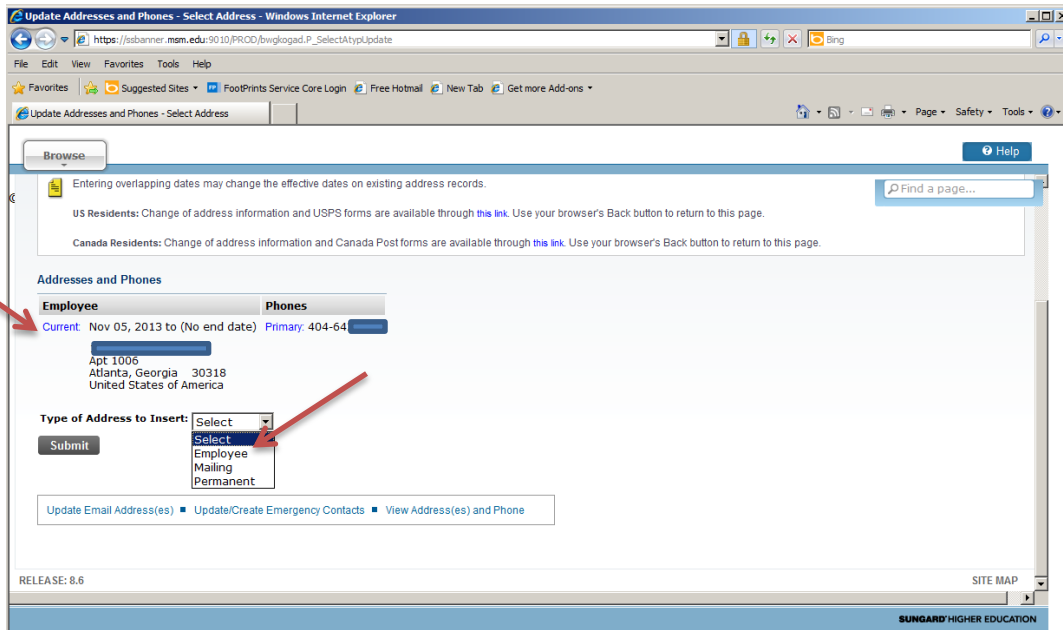
2. Click on the HR Tab and Self Service Banner (SSB)



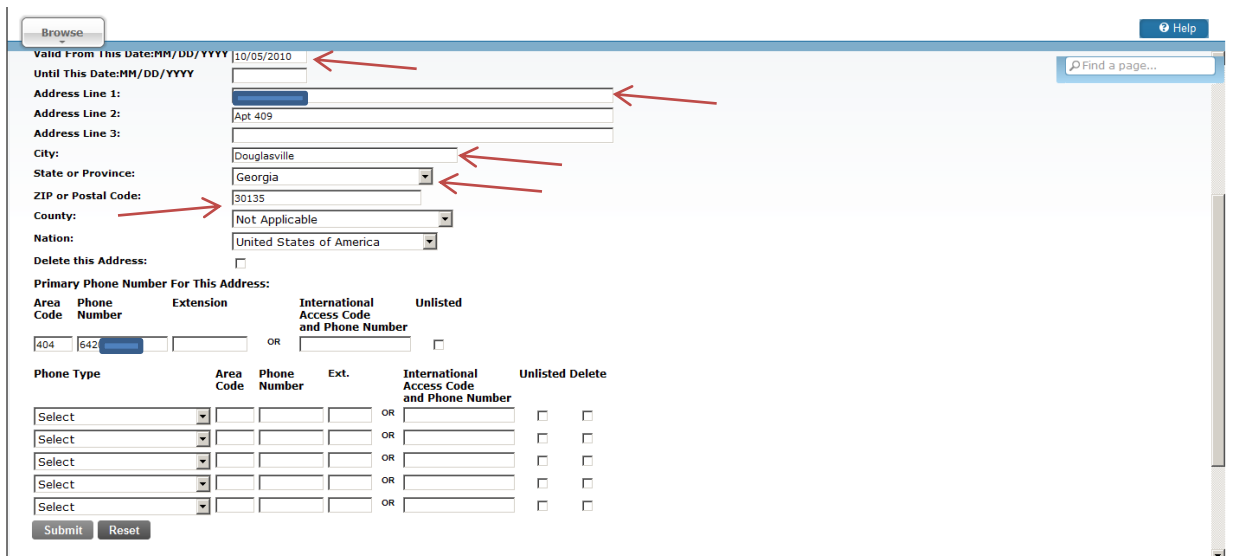
3. Click on 'Personal Information' to update address, contact information, etc.



4. For updating your Address and/or phone click on the block titled, 'Update Addresses and Phones'



- Update an existing address by selecting the link next to your address. Be certain that **'Employee'** is selected in the address to Insert field



- Required fields on address update or insert are: Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional.

Once updated, click Submit.

NOTE: If you are enrolled with United Healthcare please email your updated address to Benefits Specialist Kim Seeley at KSeeley@msm.edu