

# Personal Details – Release Home Information

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In Self-Service, employees can approve release of home address, phone, and email address by the University to vendors and organizations that may wish to mail you information..

## Release Home Information

1. Navigate to your Portal.
  - MyUW System portal at <https://my.wisconsin.edu/> for all campuses except UW Madison
  - MyUW Madison portal at <https://my.wisc.edu/> for UW Madison employees
2. Click the **Personal Information** Tile.
3. Click the **Update My Personal Information** hyperlink, found near the bottom of the screen.
4. Select **Release Home Information** on the left sidebar.
5. Select your response to the release question.
6. Click **Save**.