UNIVERSITY OF WISCONSIN SYSTEM

Personal Details – Address

Employees can update their addresses through Self-Service.

Address

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, located near the bottom of the screen.

4. Select **Addresses** on the left sidebar.

5. Click on the address you want to change.

6. Enter the effective date of the address change.

7. Update your address in the Address box.

8. Click **Save**.