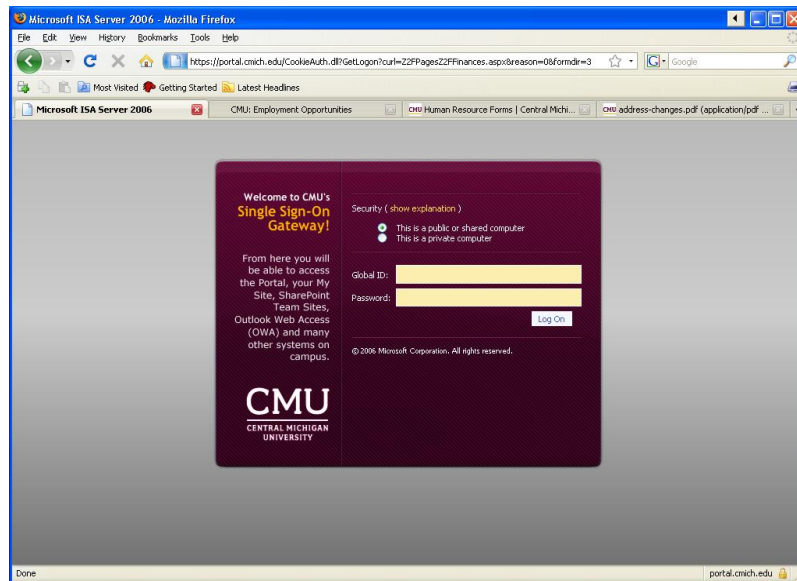


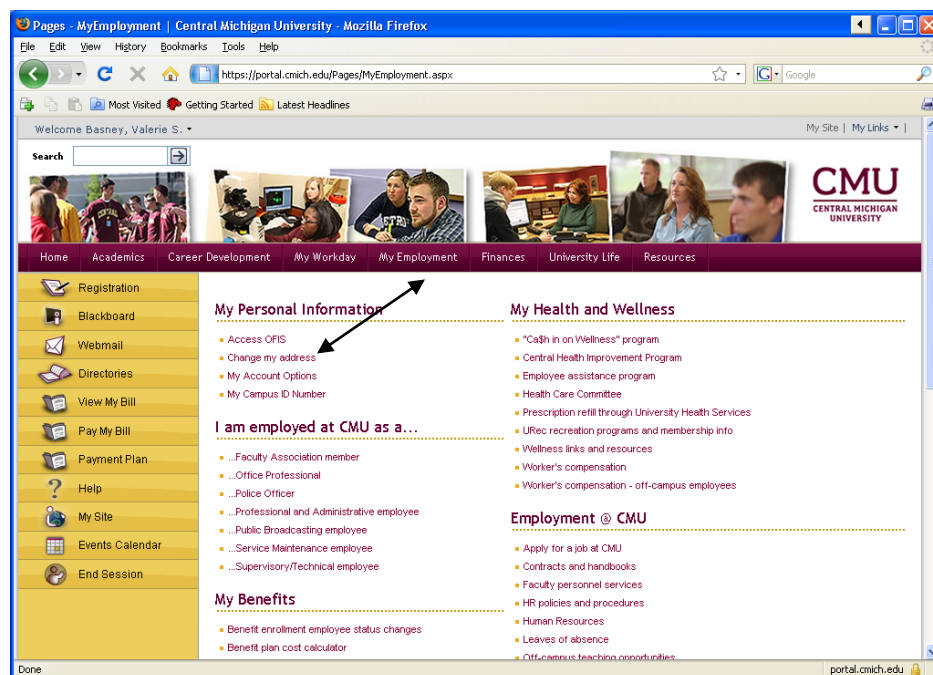
Address Change Instructions

All address changes must be made **by the employee** through the campus management portal on Central Michigan University's main web site.

1. Go to www.cmich.edu and click on the CMU portal link at the top of the page.
2. Log in by typing your global id into the **User name** field and your password into the **Password** field. Click **OK**. If you do not know your global id or password, please call the Information Technology Help Desk at 774-3662.



3. Click on the **My Employment** link near the top of the page.
4. Click on **Change My Address** under the **My Personal Information** column.



5. Make any changes/additions to permanent (home) address, work address, and/or emergency contacts. *If you do not want your home address published in the directory, you must check the box marked "Confidential" on the address change form. If the box is already checked, your information will remain confidential. Click **Submit**.*

Note: These entries will automatically update the SAP HR/Payroll system, the Student Lifecycle Management system, and some of the insurance vendors (see #7).

6. Click on ***End Session***.
7. You must **contact your retirement plan(s) and/or MESSA** directly to change your address:

FIDELITY: (800) 343-0860 or www.fidelity.com

MPSERS: (800) 381-5111

TIAA-CREF: (800) 842-2776 or www.tiaa-cref.org

MESSA members must complete a MESSA Employee Personal Status Change Form which is available at www.messa.org or at www.cmich.edu/hr.