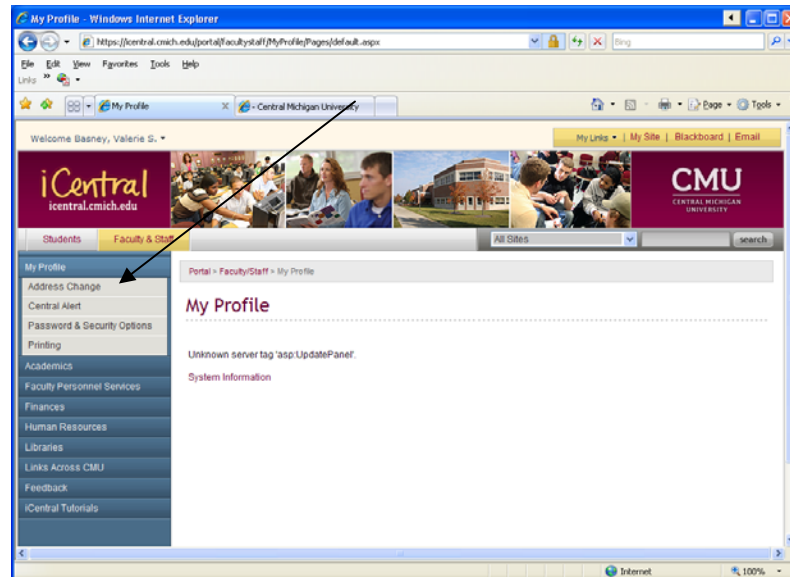


Address Change Instructions

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

1. To access iCentral click on the link located at the top of any CMU web page or type <https://icentral.cmich.edu/portal/facultystaff/MyProfile/Pages/default.aspx>.
2. Under the **My Profile** link, select **Address Change**.



3. 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 #4).

4. 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.