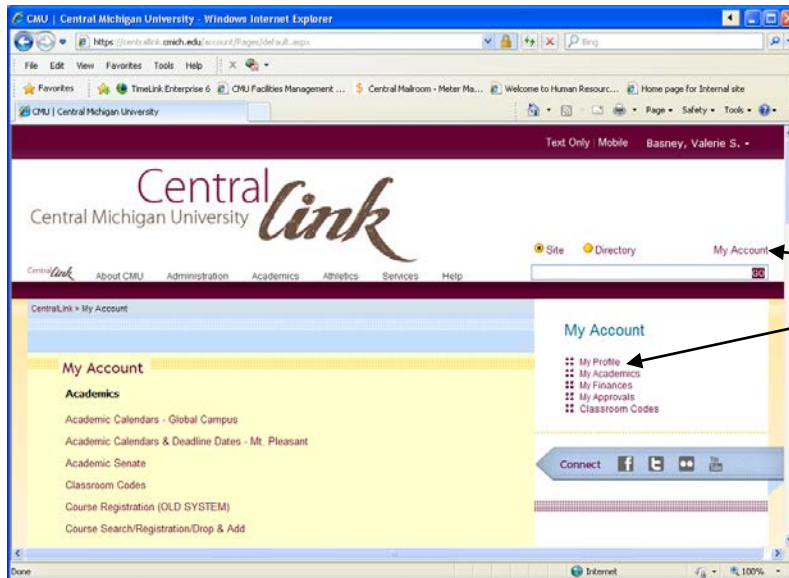


Address Change Instructions

All address changes must be made **by the employee** through [CentralLink](#).

1. To access the address change form, click on the **My Account** link located at the top of any CMU web page, and click **My Profile**.



2. 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**.*

*Any changes to addresses will require you to list an emergency contact.

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)** 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

5. Regular Faculty enrolled in **MESSA** must complete a MESSA Employee Personal [Status Change Form](#) and return to the Benefits & Wellness office in Rowe 108.