

Address Change Procedures through Human Resources – Self Service

Sign In

Through HR Self Service, you may review/update your personal information (i.e. name, address, etc.), review benefits enrollment and, and complete the new employee package, to include I-9, W-4, and Direct Deposit forms.

To access the HR Self Service system, go to the **CWU Home Page** at www.cwu.edu and click the



link in the upper right corner of the page.

Learn
Washington State's metropolitan area school districts enroll students from more than 98 countries, and more than 120 languages are spoken in these schools. As the state's top producer of te... [Read More](#)

Learn.
Leading Programs

Do.
Doing what you learn

Live.
The world is waiting

Central Today
for Higher Education Grant

CWU Leadership Team Reorganizes to Focus on Responsibility Centered Management

CWU Joins a Worldwide Scholarly Network

12th Man Flag Now Proudly Flying Over CWU

CWU Students, Staff Need to Prepare for Fall Season

APPLY NOW

January 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Click Sign In

MyCWU

Sign In

January 2014

Campus Announcements
WELCOME!
The MyCWU portal offers more than just a common gateway for the centralization of data or access. MyCWU also eliminates the headache of multiple logins to various applications such as PeopleSoft and other repositories/applications. It is a framework for integrating information, people, and processes across organizational boundaries.
MyCWU can create personalized environments letting organization target users for individualized services and information. With no-clicking or one-click access, it is seen as one-stop "shopping" for information, an improved online experience, and better communication.

CAMPUS EYE

- **WIN \$50/FREE PRINTING FROM THE COPY CAT SHOP!**
- **Major Fair Offers Major Opportunities TUESDAY**
- **Assistant Professor of Public Relations/Advertising Candidate Elizabeth Candello Research Agenda Presentation**
- **Green Dot Bystander Training!**
- **CWU FCU Members Open House**
- **Lunar New Year Jan. 30 Get Your Tickets!**
- **Monday Movie Madness: Carrie**
- **Stam Poetry Competition & Lon Rock Visiting Writer Karan Finneybook**
- **State a Difference: Be a Green Dot**
- **January 16 Curriculum Summary Log**
- **2013 VCI's and on the way!**
- **On-Campus Graduation Lodging Available!**
- **Winter Graduates Accepting Applications**
- **CWU Professional Development and Training**
- **Stomach Buds - One Week Left**
- **College 101 - Kibbles County Exclusive Event**
- **Student Employee of the Year Nominations Due Soon!**
- **Journalists Talk About the Dangerous Work of Covering Fire at MCE**
- **MCE Opening Reception - Wolves in Washington State Join Where There's Smoke at MCE**

CWU Top Stories

CWU Administrator Recommended for State Education Post
Yakima school board member Raymond Navarro has been recommended to Gov. Jay Inslee for a seat on the state's charter schools commission, the board member confirmed this week. Navarro is the director of

Enter your CWU network credentials and click Login.



Single Sign On Service

The application **MyCWU** on host **my.cwu.edu** has requested that you log in with your CWU network credentials. After a successful login you will be redirected to that application.

Username:

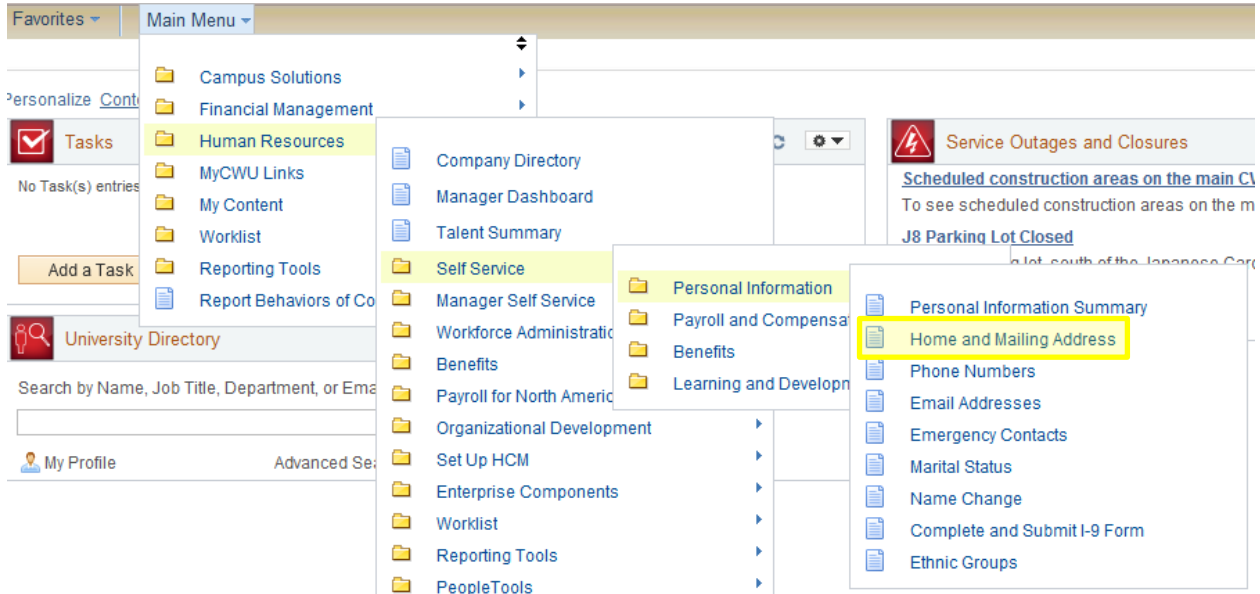
Password:


Forget your password? Click [here](#) for assistance.

NOTICE: You are logging in to one or more web applications via the CWU single sign on service. When you have finished using these applications, in order to log out fully you MUST close all browser windows and tabs and exit your browser (Chrome, Firefox, Internet Explorer, Safari, etc.). Failure to do so may allow other users of this computer to access your personal information.

Home and Mailing Address

Navigate to **Main Menu -> Human Resources -> Self Service -> Personal Information -> Home and Mailing Address**



Select  under Edit to begin this process.


Home and Mailing Address

Jane Doe

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	01/16/2007	USA	123 Sunset Road Ellensburg, WA 12345 Kittitas	

Enter all relevant information into the Edit Home/Mailing Address fields. Make sure to enter the date the address change will take effect. Select 'Save'.

Edit Home Address


Change As Of 

Country

Address 1

Address 2

Address 3

City State  Washington

Postal

County

You will return to the original screen and the new address will display under address. The address has now been updated.