Instructions for adding or updating a Permanent Address in myMU

If you need assistance with this process, please contact Cory McNeely at (304) 696-6322.

Go to the myMU portal by clicking this link: <u>https://musso.marshall.edu/cas/login?service=https%3A%2F%2Fmymu-new.marshall.edu%2Fpaf%2Fauthorize</u>. You can also reach the portal from the university's main homepage at <u>www.marshall.edu</u>, shown below:



At the myMU portal, you must log in using your MUNET username and password. If you are unsure of your MUNET credentials, look up your MUNET username at http://www.marshall.edu/munetlookup. If you need further assistance, contact the IT Service Desk at (304) 696-3200 or itservicedesk@marshall.edu.



3. Upon login, you will be taken to a Welcome page. Click the "Employee" tab at the top of the page.

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4. On the Employee page, continue by clicking on the "Update Addresses and Phones" link on the left.

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5. Change "Type of Address to Insert" to "Permanent" and click "Submit."

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To update an existing address, click the link next to the corresponding address. To insert a new address, select the address type from the pull-down list at the bottom of the page and then click Insert. Note: Entering overlapping dates may change the effective dates on existing address records.			
For change of address information and USPS forms, click here. Use your browser's Back button to return to this page.			
9 There are no addresses available for you to update.			
Type of Address to Insert: Permanent			

6. Fill out the form with your current permanent address/phone information and click "Submit." (Note that the following fields are required: Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code. All other fields are optional.)

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Valid From This Date:MM/DD/YYYY Until This Date:MM/DD/YYYY	03/11/2013				^
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Address Line 2:					j.
Address Line 3:					
City:	Huntington				
State or Province:	West Virginia	•			
ZIP or Postal Code:	25701				
County:	Cabell	•			
Nation:	United States (Of America	•		
Delete this Address:					
Primary Phone Number For This Ad	ldress:				
Area Phone Extension Code Number		International Access Code and Phone Num	Unlisted		
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7. You should now see your updated "Personal Information" in the window.

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8. Congratulations! You have successfully added or updated your Permanent Address. You may now log out of myMU.

Please remember to return to myMU to update your information if your permanent address changes.