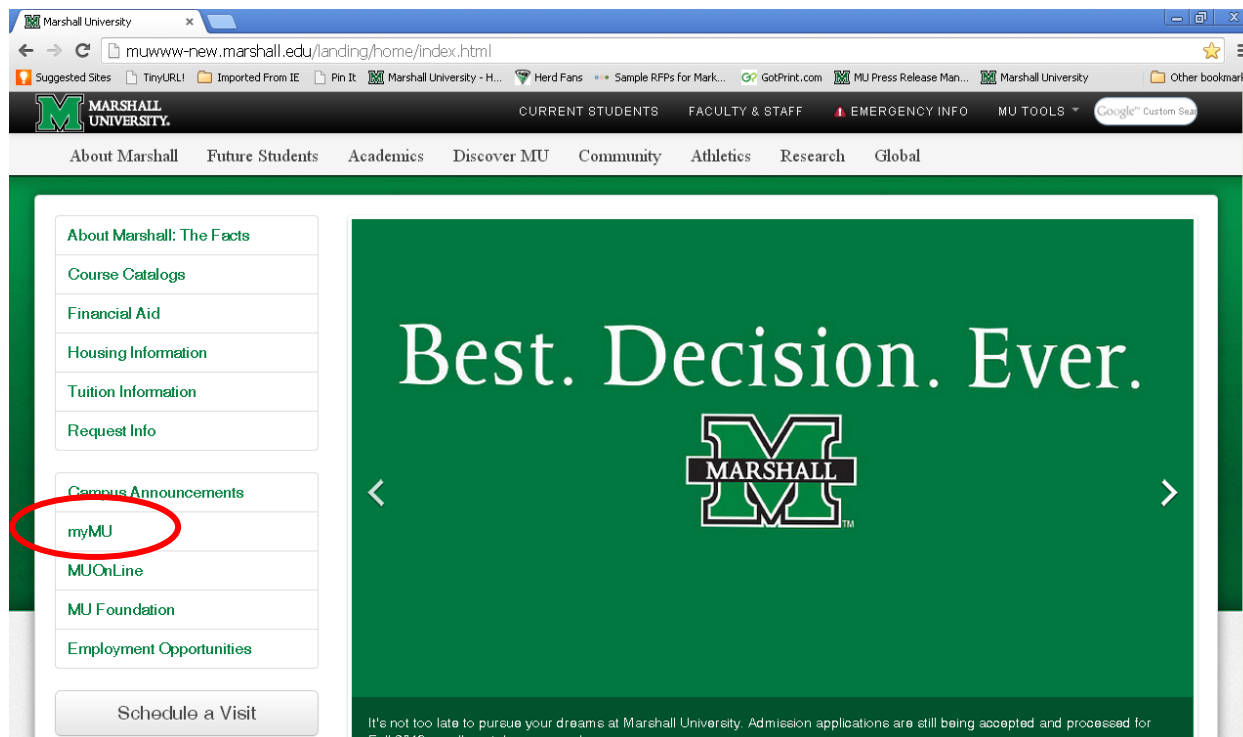


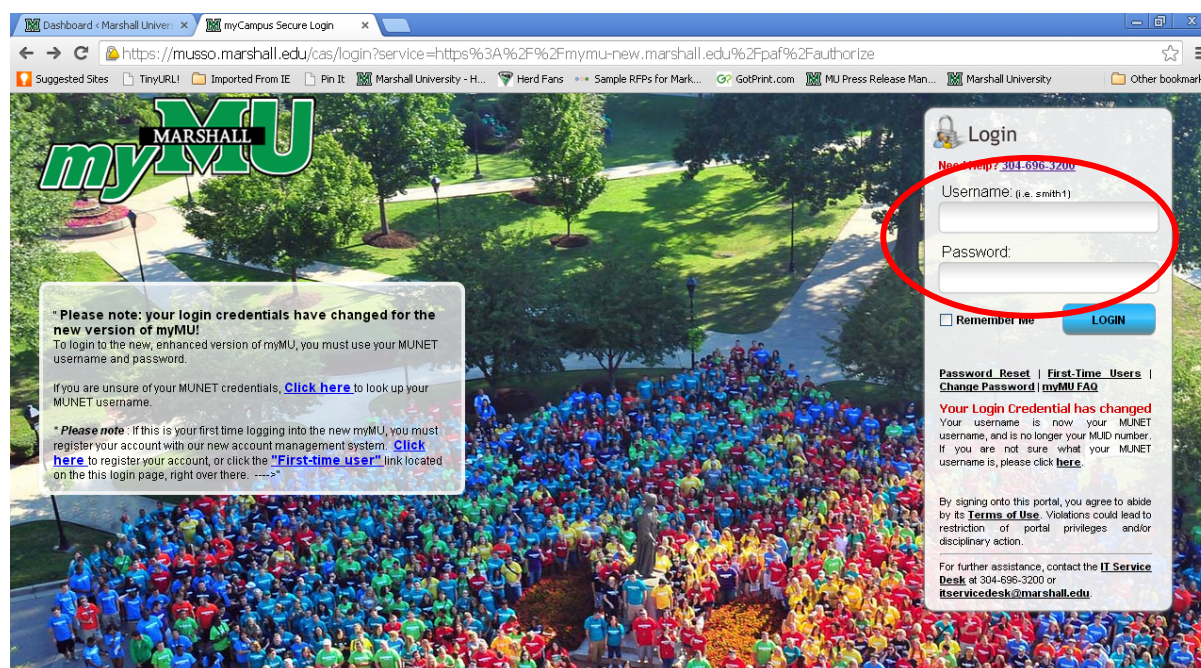
Instructions for adding or updating a Permanent Address in myMU

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

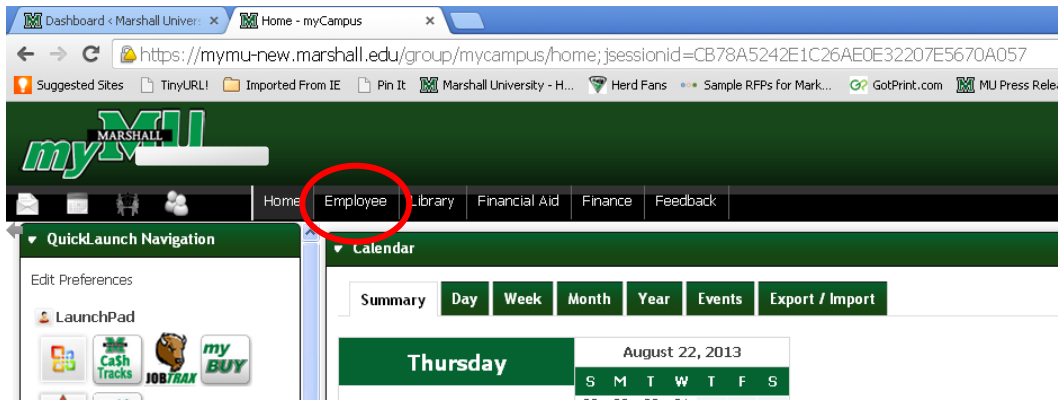
1. Go to the myMU portal by clicking this link: <https://musso.marshall.edu/cas/login?service=https%3A%2F%2Fmymu-new.marshall.edu%2Fpaf%2Fauthorize>. You can also reach the portal from the university's main homepage at www.marshall.edu, shown below:



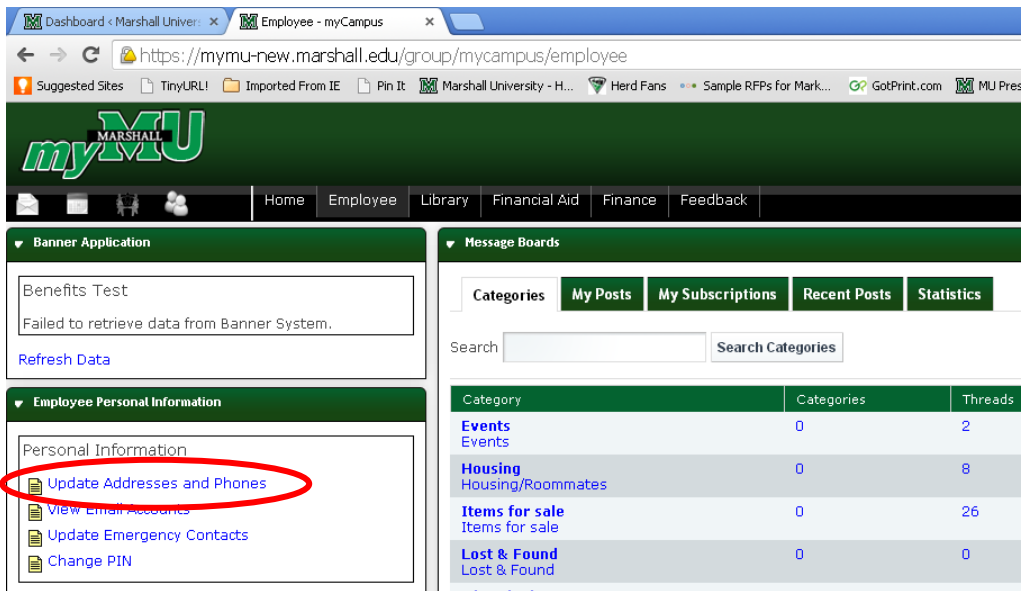
2. At the myMU portal, you must log in using your MUNET username and password. If you are unsure of your MUNET credentials, look up your MUNET username at <http://www.marshall.edu/munetlookup>. If you need further assistance, contact the IT Service Desk at (304) 696-3200 or itservicedesk@marshall.edu.



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



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



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

Update Address(es) and Phone(s) - Select Address

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.

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.)

https://mussbprod.marshall.edu/banprod/bwggkogad.P_DispatchUpdate

Valid From This Date:MM/DD/YYYY 03/11/2013

Until This Date:MM/DD/YYYY

Address Line 1: 401 11th ST

Address Line 2:

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 Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
123	4567890		OR	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>

Submit **Reset**

Select a Different Address to Update

100%

7. You should now see your updated “Personal Information” in the window.

The screenshot shows a web browser window with the URL https://musssbprod.marshall.edu/banprod/bwggkogad.P_ProcAddrUpdate. The page features the Marshall University logo (MILO) and navigation tabs for "Personal Information" and "Employee Self Service". A search bar with a "Go" button is present, along with links for "RETURN TO MENU", "SITE MAP", and "HELP".

Update Address(es) and Phone(s) - Select Address

Update: To **update** an existing address, click the **link** next to the corresponding address.
Insert: 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.

Addresses and Phones	
Permanent	Phones
Current: [Redacted] (No end date)	Primary [Redacted]
[Redacted]	
[Redacted]	

Type of Address to Insert:

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.