

## Address Changes

---

It is important for OSU and benefit vendors to have your current address on file. To view your current information on file:

- Log-in to <http://my.okstate.edu/> using your O-Key username and password
- Click on Self Service
- From the Main Menu select, "Personal Information"
- Under Personal Information, select "View Addresses and Phones"
- Verify your "HR Use Only" information on file is accurate.
- To update your "HR Use Only" address, fill in the "Mailing" address which will be regarded as your representative address which will update your "HR Use Only" address based on your "Mailing" address. Also, you can update by visiting the OSU Benefits Office, 106J Whitehurst by completing the paper "Personal Information Form".
- To update either the "Mailing" or "Permanent Physical Address", click on "Update Addresses and Phones" at the bottom of the screen.

The "Mailing" and "Permanent Physical Address" are used by Payroll Services and the OSU Bursar's Office.

If you need assistance in accessing *Banner Self-Service*, you may call or come by the OSU Benefits Office, 106J Whitehurst, (405) 744-5449.