

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, complete a paper Personal Information Form located here: <https://hr.okstate.edu/sites/default/files/docfiles/PIF.pdf>
- To update either the "Mailing" or "Permanent Physical Address", click on "Update Addresses and Phones" at the bottom of the screen

Please submit the completed Personal Information Form to osu-benefits@okstate.edu from a current OSU e-mail address or submit in person to the OSU Benefits Office, 106J Whitehurst, with a photo ID.

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.