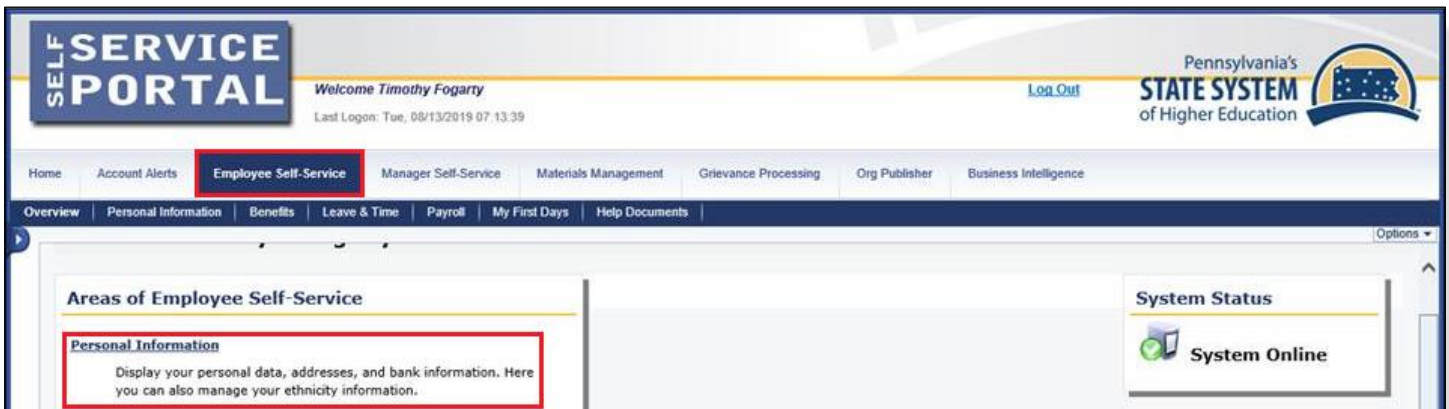# Updating The Campus Directory

In order to make sure our Campus Directory is up to date we are asking if you would take a few minutes to log into the Employee Self Service System, which feeds into our online Campus Directory, to review and update your campus address as needed.

Below are instructions.

Thank you for taking the time to review the Campus Address on file and update it as needed.
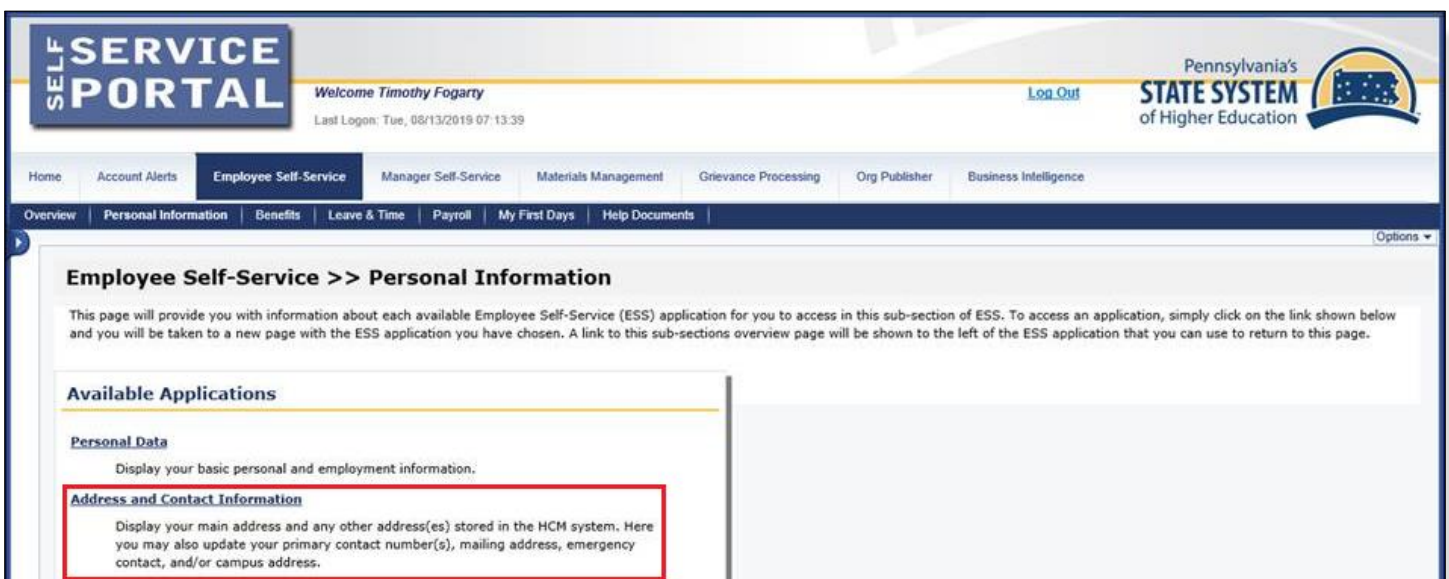
Log Into ESS via the following link: https://portal.passhe.edu/irj/portal

- *Step One Log Into ESS*

- *Step Two, on the main ESS Screen select "Personal Information" in the left hand column*

- *Step Three, on the Personal Information Screen select "Address and Contact Information" in the left hand column*

- *Step Four, on the Display Address and Contact Information Screen review the Campus Address that appears on the right hand side of the screen*

- *If your campus address is correct no additional action is required*

- *Step Five, If your campus address needs to be updated select "Change Campus Address" at the top of the Campus Address Screen*

- *Step Six, on Update Campus Address dialog box make the necessary change to your campus address and select Save Changes as the bottom of the box*