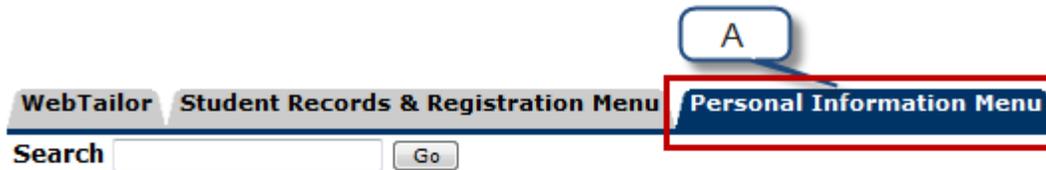


1. Upon login to GWeb, select the "Personal Information Menu" tab and scroll down and select "Update Address(es) and Phone(s)" option.



Personal Information

- [Change PIN](#)
- [Change Security Question](#)
- [View Address\(es\) and Phone\(s\)](#)
- [Update Address\(es\) and Phone\(s\)](#)**
- [View E-mail Address\(es\)](#)
- [Update E-mail Address\(es\)](#)
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [Answer a Survey](#)
- [Veterans Classifications](#)
- [Disability Status](#)



- Your active addresses are displayed in order by address type. To **update/change** your “Current” address go to step 3. To **add future** “Current” addresses go to step 6.
- Click on the “Current:” link

Update Addresses and Phones - Select Type

 Your active addresses are displayed in order by address type. Click the “Current” link next to the address to update an address. If the link is not active, you may not update the address online. To add a new address, select the address type from the drop-down menu at the bottom of the screen and then click “Insert.” Click the HELP link above for more information.

Current: Your local address during the academic year if you do not live in a residence hall. For international students this should be your address in the U.S.

Housing: Your residence hall address.

Permanent: Address for general information mailings. Bills, grades, and diplomas will also go here unless you specify other addresses for them. For international students this should be your address outside of the U.S.

Billing: Address you want bills sent to (if different from Permanent address).

Campus Office: Your current work address if you are a faculty or staff member.

Check “&” W4: This address appears on your paycheck and is where your Form W2 is mailed. It is used for all official benefit and retirement communication. To change your address, enter an end date for the address on file and insert a new address. [Detailed instructions.](#) *If you are moving to a different state, don't forget to also change your state withholding.*

Diploma: Address you want your diploma sent to.

Grading: Address you want your grades sent to (if different from Permanent address).

Refund: Address you want refunds sent to (if different from Current address).

Work Location: Address of where you work more than 50% of the time. [Detailed instructions.](#) *Special Note for Telecommuters: Your work location should reflect your physical work location (i.e. not where your department resides or where work is assigned from).*

Addresses and Phones

Current	Phones
Current: 03/15/19 to (No end date) 1234 Current Address Ashburn, Virginia 20148	Primary: None Provided

Campus Office	Phones
Current: 05/11/11 to (No end date) Division of Information Technology Enterprise Hall 44983 Knoll Sq Ashburn, Virginia 20147-2692	Primary: 555-555 1212

4. On the “Update Address(es) and Phone(s)” page:
 - A. By the “Valid From This Date”, update the date.
 - B. Update the address.
 - C. Select “Submit”.

Update Address(es) and Phone(s)

To add or change your address you must enter at least an Address Line 1, City, State and Zip Code. Foreign addresses require at least Address Line 1, City and Country. A primary phone number for the address is optional. Additional phones associated with the address may be entered in the Additional Phones area.

Please do not enter a Country Code for addresses within the United States.

Campus and W4 addresses are now being verified against the **US Postal Service (USPS)** database. This verification will be applied when any data on this page (including phone numbers) is modified or added. The database may not recognize suite numbers for some campus addresses. This will be addressed in future system updates. *For Campus Office - Address Line 1 should reflect the name of your department, Address Line 2 the street number, street name and office/suite of your work location if allowed by the address verification software. Do not use Address Line 3. A Campus office phone number should be entered.*

A For International Student Employer Address: Address Line 1 = Name of the Employer. Address Line 2 = Division, department or office name. Address Line 3 = Street number, street name and office/suite number of your location. Phone Number = Optional.

Current

Valid From This Date:MM/DD/YYYY 05/04/2020 **B**

Until This Date:MM/DD/YYYY

Address Line 1: 1234 Update Current Address

Address Line 2:

Address Line 3:

City: Ashburn

State or Province: Virginia

ZIP or Postal Code: 20148

County: Not Applicable

Nation: Not Applicable

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
			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** **C**

5. It will take you to the “Update Addresses and Phones – Select Type” page. Your updated address is reflected.

Update Addresses and Phones - Select Type

 Your active addresses are displayed in order by address type. Click the "Current" link next to the address to update an address. If the link is not active, you may not update the address online. To add a new address, select the address type from the drop-down menu at the bottom of the screen and then click "Insert." Click the HELP link above for more information.

Current: Your local address during the academic year if you do not live in a residence hall. For international students this should be your address in the U.S.

Housing: Your residence hall address.

Permanent: Address for general information mailings. Bills, grades, and diplomas will also go here unless you specify other addresses for them. For international students this should be your address outside of the U.S.

Billing: Address you want bills sent to (if different from Permanent address).

Campus Office: Your current work address if you are a faculty or staff member.

Check " & " W4: This address appears on your paycheck and is where your Form W2 is mailed. It is used for all official benefit and retirement communication. To change your address, enter an end date for the address on file and insert a new address. [Detailed instructions.](#) **If you are moving to a different state, don't forget to also change your state withholding.**

Diploma: Address you want your diploma sent to.

Grading: Address you want your grades sent to (if different from Permanent address).

Refund: Address you want refunds sent to (if different from Current address).

Work Location: Address of where you work more than 50% of the time. [Detailed instructions.](#) **Special Note for Telecommuters: Your work location should reflect your physical work location (i.e. not where your department resides or where work is assigned from).**

Addresses and Phones

Current	Phones
Current: 05/04/20 to (No end date) 1234 Update Current Address Ashburn, Virginia 20148	Primary: None Provided
Campus Office	Phones
Current: 05/11/11 to (No end date) Division of Information Technology Enterprise Hall 44983 Knoll Sq Ashburn, Virginia 20147-2692	Primary: 555-555 1212

6. To add a future “Current” address, click on the “Current:” link.

Update Addresses and Phones - Select Type

 Your active addresses are displayed in order by address type. Click the “Current” link next to the address to update an address. If the link is not active, you may not update the address online. To add a new address, select the address type from the drop-down menu at the bottom of the screen and then click “Insert.” Click the HELP link above for more information.

Current: Your local address during the academic year if you do not live in a residence hall. For international students this should be your address in the U.S.

Housing: Your residence hall address.

Permanent: Address for general information mailings. Bills, grades, and diplomas will also go here unless you specify other addresses for them. For international students this should be your address outside of the U.S.

Billing: Address you want bills sent to (if different from Permanent address).

Campus Office: Your current work address if you are a faculty or staff member.

Check “&” W4: This address appears on your paycheck and is where your Form W2 is mailed. It is used for all official benefit and retirement communication. To change your address, enter an end date for the address on file and insert a new address. [Detailed instructions.](#) **If you are moving to a different state, don't forget to also change your state withholding.**

Diploma: Address you want your diploma sent to.

Grading: Address you want your grades sent to (if different from Permanent address).

Refund: Address you want refunds sent to (if different from Current address).

Work Location: Address of where you work more than 50% of the time. [Detailed instructions.](#) **Special Note for Telecommuters: Your work location should reflect your physical work location (i.e. not where your department resides or where work is assigned from).**

Addresses and Phones

Current

Phones

[Current:](#) 05/04/20 to (No end date) [Primary:](#) None Provided
1234 Update Current Address
Ashburn, Virginia 20148

Campus Office

Phones

[Current:](#) 05/11/11 to (No end date) [Primary:](#) 555-555 1212
Division of Information Technology
Enterprise Hall
44983 Knoll Sq
Ashburn, Virginia 20147-2692

7. On the “Update Address(es) and Phone(s)” page:
 - A. Enter an end date by the “Until This Date:” of the “Current” address.
 - B. Select Submit.

Update Address(es) and Phone(s)

 To add or change your address you must enter at least an Address Line 1, City, State and Zip Code. Foreign addresses require at least Address Line 1, City and Country. A primary phone number for the address is optional. Additional phones associated with the address may be entered in the Additional Phones area.

Please do not enter a Country Code for addresses within the United States.

Campus and W4 addresses are now being verified against the US Postal Service (USPS) database. This verification will be applied when any data on this page (including phone numbers) is modified or added. The database may not recognize suite numbers for some campus addresses. This will be addressed in future system updates. For Campus Office - Address Line 1 should reflect the name of your department, Address Line 2 the street number, street name and office/suite of your work location if allowed by the address verification software. Do not use Address Line 3. A Campus office phone number should be entered.

For International Student Employer Address: Address Line 1 = Name of the Employer. Address Line 2 = Division, department or office name. Address Line 3 = Street number, street name and office/suite number of your location. Phone Number = Optional.

Current

Valid From This Date:MM/DD/YYYY 05/04/2020 A

Until This Date:MM/DD/YYYY 05/31/2020

Address Line 1: 1234 Update Current Address

Address Line 2:

Address Line 3:

City: Ashburn

State or Province: Virginia

ZIP or Postal Code: 20148

County: Not Applicable

Nation: Not Applicable

Delete this Address:

Primary Phone Number For This Address:

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

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

8. You will see that your "Current" address has an end date.

Search

Update Addresses and Phones - Select Type

 Your active addresses are displayed in order by address type. Click the "Current" link next to the address to update an address. If the link is not active, you may not update the address online. To add a new address, select the address type from the drop-down menu at the bottom of the screen and then click "Insert." Click the HELP link above for more information.

Current: Your local address during the academic year if you do not live in a residence hall. For international students this should be your address in the U.S.

Housing: Your residence hall address.

Permanent: Address for general information mailings. Bills, grades, and diplomas will also go here unless you specify other addresses for them. For international students this should be your address outside of the U.S.

Billing: Address you want bills sent to (if different from Permanent address).

Campus Office: Your current work address if you are a faculty or staff member.

Check "&" W4: This address appears on your paycheck and is where your Form W2 is mailed. It is used for all official benefit and retirement communication. To change your address, enter an end date for the address on file and insert a new address. [Detailed instructions.](#) **If you are moving to a different state, don't forget to also change your state withholding.**

Diploma: Address you want your diploma sent to.

Grading: Address you want your grades sent to (if different from Permanent address).

Refund: Address you want refunds sent to (if different from Current address).

Work Location: Address of where you work more than 50% of the time. [Detailed instructions.](#) **Special Note for Telecommuters: Your work location should reflect your physical work location (i.e. not where your department resides or where work is assigned from).**

Addresses and Phones

Current	Phones
Current: 05/04/20 to 05/31/20 1234 Update Current Address Ashburn, Virginia 20148	Primary: None Provided

9. On the “Update Addresses and Phones – Select Type”
 - A. By the Type of Address to Insert: click on the dropdown box.
 - B. Select Current.
 - C. Select Submit.

Update Addresses and Phones - Select Type

i Your active addresses are displayed in order by address type. Click the "Current" link next to the address to update an address. If the link is not active, you may not update the address online. To add a new address, select the address type from the drop-down menu at the bottom of the screen and then click "Insert." Click the HELP link above for more information.

Current: Your local address during the academic year if you do not live in a residence hall. For international students this should be your address in the U.S.

Housing: Your residence hall address.

Permanent: Address for general information mailings. Bills, grades, and diplomas will also go here unless you specify other addresses for them. For international students this should be your address outside of the U.S.

Billing: Address you want bills sent to (if different from Permanent address).

Campus Office: Your current work address if you are a faculty or staff member.

Check "&" W4: This address appears on your paycheck and is where your Form W2 is mailed. It is used for all official benefit and retirement communication. To change your address, enter an end date for the address on file and insert a new address. [Detailed instructions.](#) **If you are moving to a different state, don't forget to also change your state withholding.**

Diploma: Address you want your diploma sent to.

Grading: Address you want your grades sent to (if different from Permanent address).

Refund: Address you want refunds sent to (if different from Current address).

Work Location: Address of where you work more than 50% of the time. [Detailed instructions.](#) **Special Note for Telecommuters: Your work location should reflect your physical work location (i.e. not where your department resides or where work is assigned from).**

Addresses and Phones

Current	Phones
Current: 05/04/20 to 05/31/20 1234 Update Current Address Ashburn, Virginia 20148	Primary: None Provided

Campus Office	Phones
Current: 05/11/11 to (No Division of Info Enterprise Hall 44983 Knoll Sq Ashburn, Virginia	555 1212

- Select
- Billing
- Campus Office
- Check & W4 Address
- Current**
- Diploma
- Grading
- International Student Employer
- Permanent
- Work Location

Type of Address to Insert:

B

A

C

10. A. Enter a future date of when you want the Current address to be valid.
- B. Update the Address.
- C. Select Submit.

Current

Valid From This Date:MM/DD/YYYY A

Until This Date:MM/DD/YYYY B

Address Line 1: C

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

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

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

11. On the “Update Addresses and Phones – Select Type” page, you will see the “Current” address will be invalid after 05/31/2020 and the future address will be valid starting 06/01/2020.

Update Addresses and Phones - Select Type

 Your active addresses are displayed in order by address type. Click the “Current” link next to the address to update an address. If the link is not active, you may not update the address online. To add a new address, select the address type from the drop-down menu at the bottom of the screen and then click “Insert.” Click the HELP link above for more information.

Current: Your local address during the academic year if you do not live in a residence hall. For international students this should be your address in the U.S.

Housing: Your residence hall address.

Permanent: Address for general information mailings. Bills, grades, and diplomas will also go here unless you specify other addresses for them. For international students this should be your address outside of the U.S.

Billing: Address you want bills sent to (if different from Permanent address).

Campus Office: Your current work address if you are a faculty or staff member.

Check “&” W4: This address appears on your paycheck and is where your Form W2 is mailed. It is used for all official benefit and retirement communication. To change your address, enter an end date for the address on file and insert a new address. [Detailed instructions.](#) **If you are moving to a different state, don't forget to also change your state withholding.**

Diploma: Address you want your diploma sent to.

Grading: Address you want your grades sent to (if different from Permanent address).

Refund: Address you want refunds sent to (if different from Current address).

Work Location: Address of where you work more than 50% of the time. [Detailed instructions.](#) **Special Note for Telecommuters: Your work location should reflect your physical work location (i.e. not where your department resides or where work is assigned from).**

Addresses and Phones

Current	Phones
Current: 05/04/20 to 05/31/20 1234 Update Current Address Ashburn, Virginia 20148	Primary: None Provided
Future: 06/01/20 to (No end date) 1234 Future Current Address Ashburn, Virginia 20148	Primary: None Provided