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



- 2. 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.
- 3. Click on the "Current:" link

WebTailor Student Records & Registration Menu Personal Information P	Menu Faculty Menu Employee Information Menu	GW Alert Login Portal
Search Go		RETURN TO MENU SITE MAP HELP EXIT
Update Addresses and Phones - Select Type		
Your active addresses are displayed in order by address type. Click the "O the address online. To add a new address, select the address type from I more information.	Current" link next to the address to update an addre the drop-down menu at the bottom of the screen an	ess. If the link is not active, you may not update d then click "Insert." Click the HELP link above for
Current: Your local address during the academic year if you do not live in Housing: Your residence hall address. Permanent: Address for general information mailings. Bills, grades, and d should be your address outside of the U.S. Billing: Address you want bills sent to (if different from Permanent addres Campus Office: Your current work address if you are a faculty or staff me Check "&" W4: This address appears on your paycheck and is where you address, enter an end date for the address on file and insert a new addre withholding. Diploma: Address you want your glopma sent to. Grading: Address you want your grades sent to (if different from Perman Refund: Address you want refunds sent to (if different from Current addre Work Location: Address of where your work more than 50% of the time. J work location (i.e. not where your department resides or where work is a	a residence hall. For international students this shou liplomas will also go here unless you specify other ac ss). amber. ur Form W2 is mailed. It is used for all official benefit ress. <u>Detailed instructions</u> . If you are moving to a diff nent address). ress). <u>Detailed instructions</u> . Special Note for Telecommuters assigned from).	uld be your address in the U.S. ddresses for them. For international students this and retirement communication. To change your erent state, don't forget to also change your state s: Your work location should reflect your physical

Addresses and Phones

Current			Phones	
Current:	03/15/19 to (No e	nd date)	Primary: None Provide	d
	1234 Current Addr Ashburn, Virginia	ess 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

- 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.

_	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. Phon
A	Number = Optional.
<u> </u>	

Curren									
Valid Fr	rom This Date:MM	DD/YYYY 0	5/04/2	2020			لگ		
Jntil Th	his Date:MM/DD/Y	YYY					-		
Address	s Line 1:	1	234 U	pdate Curren	t Address				
Address	s Line 2:								
Address	s Line 3:								
City:		A	Ashburn	1					
State o	r Province:	N	/irginia			-			
ZIP or P	Postal Code:	2	20148						
County:	:	1	Not App	licable ,	-				
Nation:		T.	Not App	licable		-			
Primary Area	rnis Address: / Phone Number Fo Phone Number	or This Addre Extensio	255: On		Internation	al	Unlisted		
Primary Area Code	this Address: / Phone Number Fo Phone Number	or This Addre Extensio	255: DN		Internation Access Code and Phone I	al e Number	Unlisted		
Primary Area Code	rhis Address: y Phone Number Fo Phone Number	or This Addre Extensio	255: DN	OR	Internation Access Code and Phone I	al e Number	Unlisted		
Primary Area Code Phone T	y Phone Number Fo Phone Number	or This Addre Extensio	Area Code	OR Phone Number	Internation Access Code and Phone I <u>Ext</u> .	al e Number	Unlisted	Unlisted	Delete
Primary Area Code Phone T Select	rnis Adaress: y Phone Number Fo Phone Number	or This Addre Extensio	Area Code	OR Phone Number	Internation Access Code and Phone I Ext.	aal e Number OR	Unlisted	Unlisted	Delete
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Primary Area Code Phone T Select Select Select	rms Address: (Phone Number For Phone Number Type	or This Addre Extensio	Area Code	Phone Number	Internation Access Codand Phone I	or Number OR OR OR	Unlisted	Unlisted	Delet

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

WebTailor Student Records & Registration Menu Personal Information Menu Faculty Menu Employee Information Menu GW Alert Login Portal

Search

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Update Addresses and Phones - Select Type

Go

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 1%: 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

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. <u>Detailed instructions</u>. 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).

Primary: None Provided
Phones
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. <u>Detailed instructions.</u> 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

44983 Knoll Sa

Ashburn, Virginia 20147-2692

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	<u>Primary:</u> 555-555 1212

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		/ /	A]				
valid From This Date:MM/DD/ FFF	05/04/2	2020					
Until This Date:MM/DD/YYYY	05/31/2	2020					
Address Line 1:	1234 U	pdate Curre	nt Address				
Address Line 2:							
Address Line 3:							
City:	Ashburn	1					
State or Province:	Virginia			-			
ZIP or Postal Code:	20148						
County:	Not App	licable	•				
Nation:	Not App	licable		-			
Delete this Address:							
Primary Phone Number For This Ad	ress:						
Primary Phone Number For This Ad Area Phone Exten Code Number	lress: sion	_	Internation Access Cod and Phone	nal e Number	Unlisted		
Primary Phone Number For This Ad Area Phone Exten Code Number	lress: sion	OR	Internation Access Cod and Phone	nal e Number	Unlisted		
Primary Phone Number For This Ad Area Phone Exten Code Number Phone Type	lress: sion Area Code	OR Phone Number	Internation Access Cod and Phone Ext.	nal e Number	Unlisted International Access Code and Phone Number	Unlisted	Delete
Primary Phone Number For This Ad Area Phone Exten Code Number Phone Type Select	Area Code	OR Phone Number	Internation Access Cod and Phone Ext.	nal e Number OR	Unlisted International Access Code and Phone Number	Unlisted	Delete
Primary Phone Number For This Ad Area Phone Exten Code Number Phone Type Select Select	Iress: sion Area Code	OR Phone Number	Internation Access Cod and Phone Ext.	nal e Number OR	Unlisted	Unlisted	Delete
Primary Phone Number For This Ad Area Phone Exten Code Number Phone Type Select Select Select	Area Code	OR Phone Number	Internation Access Cod and Phone Ext.	nal le Number OR OR	Unlisted International Access Code and Phone Number	Unlisted	Delete
Primary Phone Number For This Ad Area Phone Exten Code Number Phone Type Select Select Select Select	Iress: sion Area Code	Phone Number	Internation Access Cod and Phone Ext.	nal e Number OR OR OR	Unlisted International Access Code and Phone Number	Unlisted	Delete
Primary Phone Number For This Ad Area Phone Exten Code Number Phone Type Select Select Select Select Select B	Iress: sion Area Code	Phone Number	Internation Access Cod and Phone Ext.	OR OR OR OR OR	Unlisted International Access Code and Phone Number		Delete

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

WebTailor Student Records & Registration Menu Personal Information Menu Faculty Menu Employee Information Menu GW Alert Login Portal

Search Go RETURN TO MENU | SITE MAP | HELP | EXIT

Update Addresses and Phones - Select Type

Pour 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: You want only sent to (in different non-Permanent address). Campus Office: You 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, <u>Detailed instructions</u>. 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).

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

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 Sumbit.

WebTailor Student Records & Registration Menu Personal Information Menu Faculty Menu Employee Information Menu GW Alert Login Portal

Search Go RETURN TO MENU | SITE MAP | HELP | EXIT

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, Detarled instructions, If you are moving to a different state, don't forget to also change your state withholding. Diploma: Address you want your grades 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).

Current		Phones	
Current: 05/04/20 to 05/ 1234 Update Cu Ashburn, Virginia	31/20 irrent Address a 20148	Primary: None	Provided
Campus Office	Colore	DI .	
Current: 05/11/11 to (No	Select		555 1212
Division of Info	Billing		
Enterprise Hall	Campus Office		(B)
44983 Knoll Sq Asbburg, Virgini	Check & W4 Addres	s	<u> </u>
, should be a set of the set of t	Current		
	Diploma 😡		
	Grading		
	International Studer	it Employer	
	Permanent		(A)
	Work Location		
Type of Address to Insert:	Select		
Submit C			

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

		(
Valid From This Date:MM/DD/YYYY	06/01/2	020				_
Until This Date: MM/DD/XXXX	06/01/2	020				(B)
Address Line 1:	1234 Fu	ture Curre	nt Address			
Address Line 2:						
Address Line 3:						
City:	Ashburn					
State or Province:	Virginia			-		
ZIP or Postal Code:	20148					
County:	Not App	licable	.			
Nation:	Not App	licable		-		
Delete this Address:						
Primary Phone Number For This Add	ress:					
Primary Phone Number For This Add Area Phone Extens Code Number	ress: sion	_	Internationa Access Code and Phone N	al umber	Unlisted	
Primary Phone Number For This Add Area Phone Extens Code Number	ress: iion	OR	Internationa Access Code and Phone N	umber	Unlisted	
Primary Phone Number For This Add Area Phone Extens Code Number Phone Type	ress: iion Area Code	OR Phone Number	Internationa Access Code and Phone N	umber Int Acc and	Unlisted	Unlisted Delete
Primary Phone Number For This Add Area Phone Extens Code Number Phone Type Select	ress: ion Area Code	OR Phone Number	Internationa Access Code and Phone N <u>Ext</u> .	umber Int Acc and	Unlisted	Unlisted Delete
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Primary Phone Number For This Add Area Phone Extens Code Number Phone Type Select Select Select	Area Code	Phone Number	Internationa Access Code and Phone N Ext.	Int Acc and OR OR OR OR	Unlisted	Unlisted Delete
Primary Phone Number For This Add Area Phone Extens Code Number Phone Type Select Select Select Select	Area Code	Phone Number	Internationa Access Code and Phone N Ext.	Int Acc and OR OR OR OR OR OR	Unlisted	Unlisted Delete

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

Pour 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.

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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. <u>Detailed instructions</u>. 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.

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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).

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