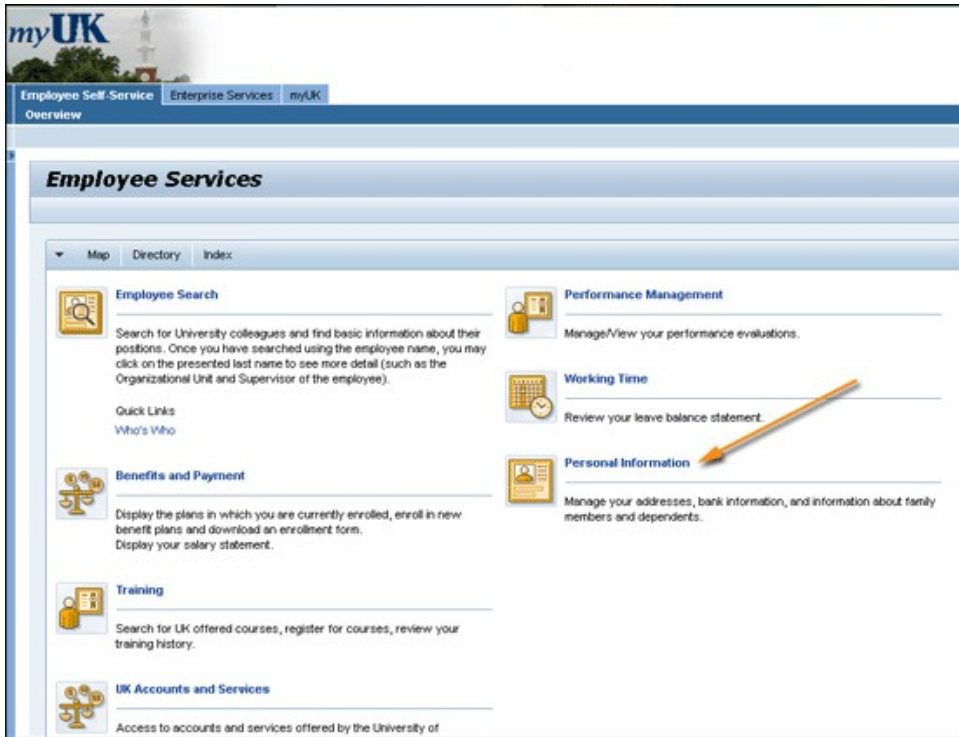
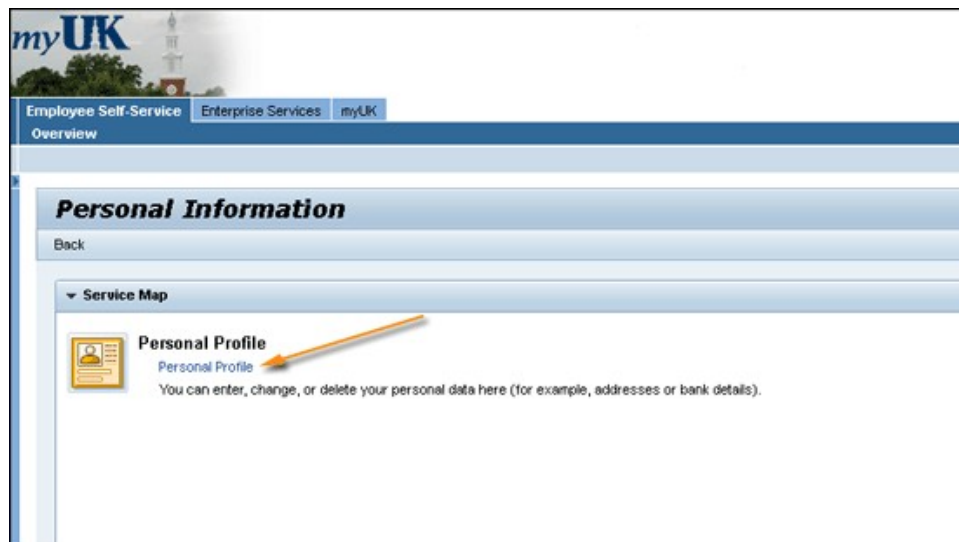


Update Your Info: Address

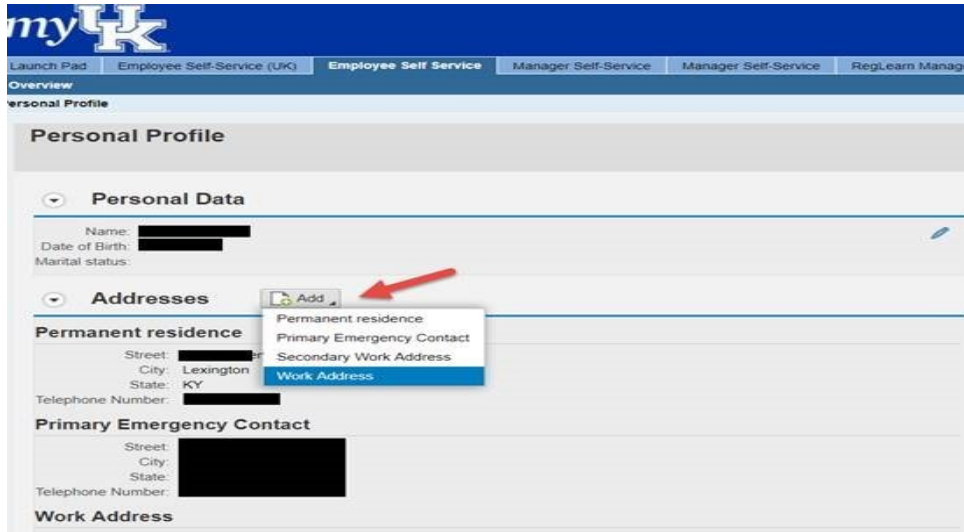
1. Login to the myUK ESS portal at myuk.uky.edu. If you need assistance, [visit this guide first](#).
2. To access the Addresses feature, first click on the "Personal Information" menu item.



3. Then click on the "Personal Profile" link displayed on the Personal Information main page.

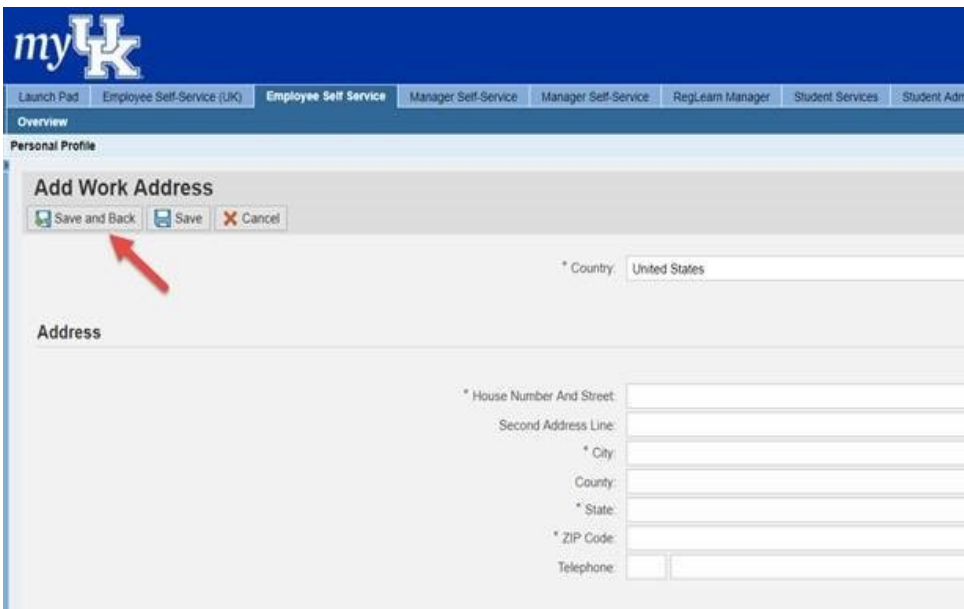


4. Click the Add button to enter a new or updated address.



The screenshot shows the 'myUK' Personal Profile page. Under the 'Addresses' section, there is an 'Add' button with a dropdown menu. A red arrow points to the 'Add' button. The dropdown menu is open, showing four options: 'Permanent residence', 'Primary Emergency Contact', 'Secondary Work Address', and 'Work Address'. The 'Work Address' option is highlighted in blue. Below the dropdown, there are sections for 'Permanent residence', 'Primary Emergency Contact', and 'Work Address', each with fields for Street, City, State, and Telephone Number.

5. Fill in address information and click "Save and Back."



The screenshot shows the 'myUK' 'Add Work Address' form. At the top, there are three buttons: 'Save and Back', 'Save', and 'Cancel'. A red arrow points to the 'Save and Back' button. Below the buttons, there is a 'Country' dropdown menu set to 'United States'. Under the 'Address' section, there are several input fields: '* House Number And Street', 'Second Address Line', '* City', 'County', '* State', '* ZIP Code', and 'Telephone'.

If you have questions or need assistance, please contact Payroll Services by clicking the link below.

<https://www.uky.edu/ufs/payroll-services>