

Review and Update My Address



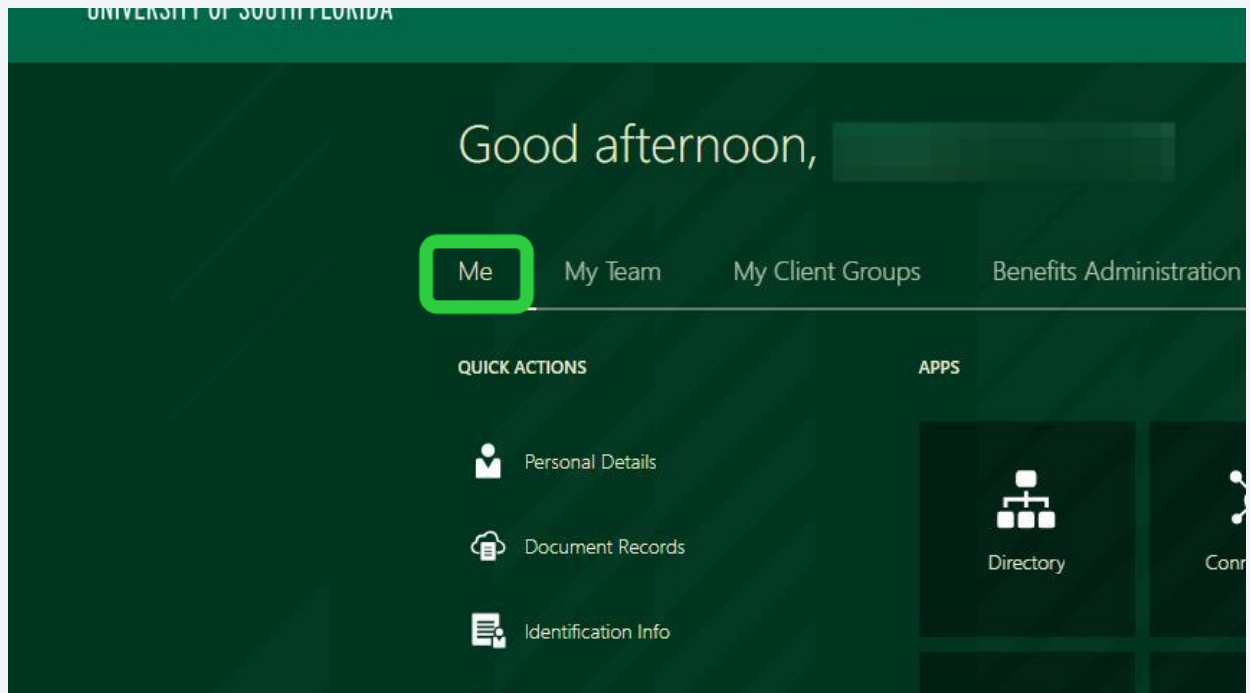
1

In this session, we'll provide a overview of how to review and update your address. First, you will need to navigate to Oracle HR and sign in.

The Oracle HR logo is displayed on a dark green background. The word 'Oracle' is in a light yellow, italicized sans-serif font, and 'HR' is in a bright green, bold, italicized sans-serif font.

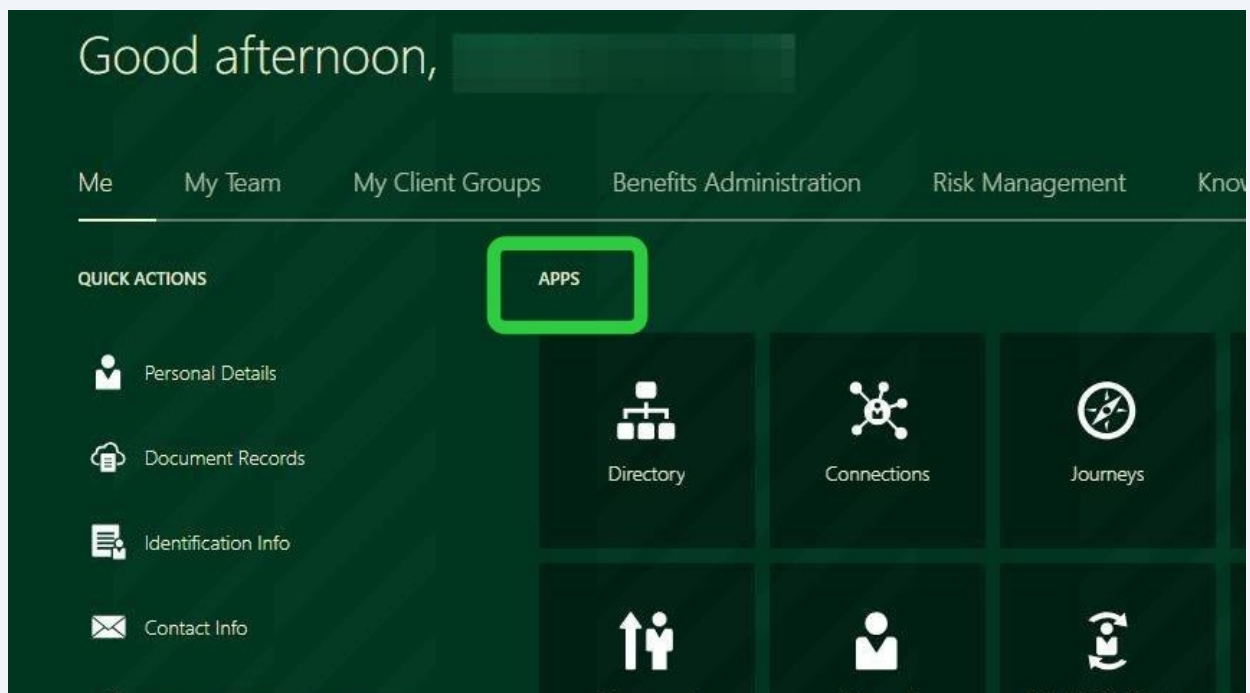
2

Begin by navigating to the main menu and ensuring the "Me" section is selected. This area contains your personal profile and account information. If it is not already highlighted, select "Me".



3

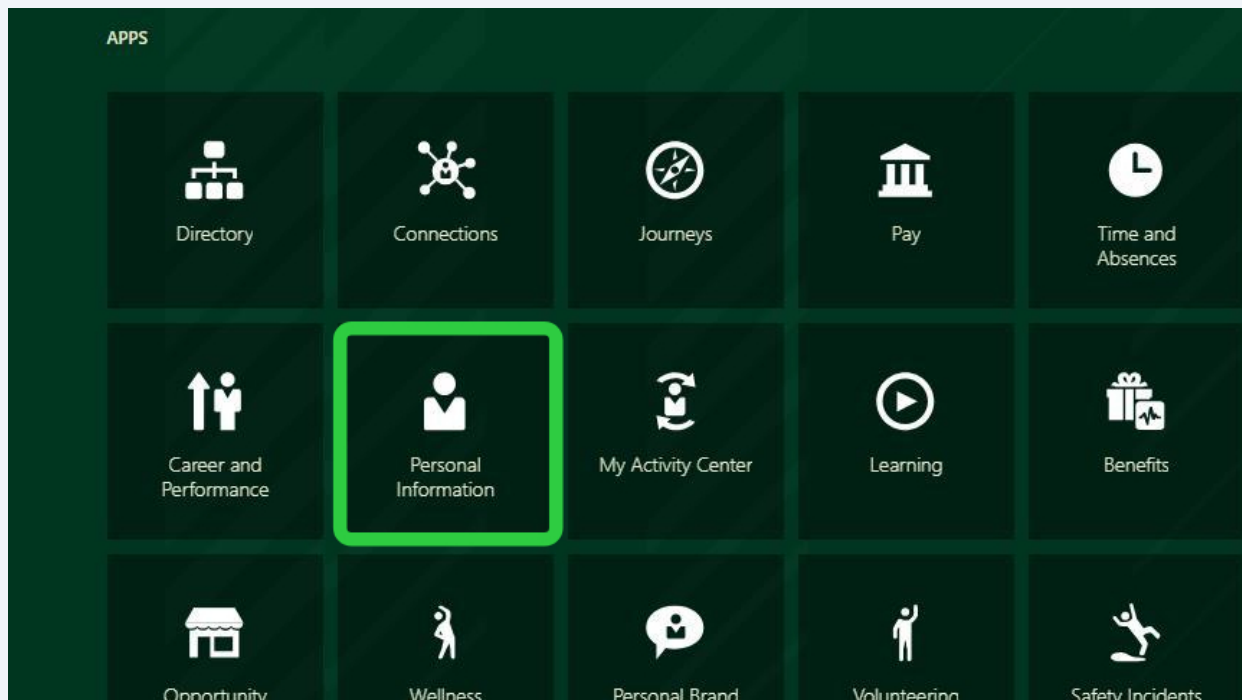
The main part of the page contains Apps. The Apps displayed are specific to your role and corresponding access. Note: You may not have all the same access as what is shown in this overview.



4

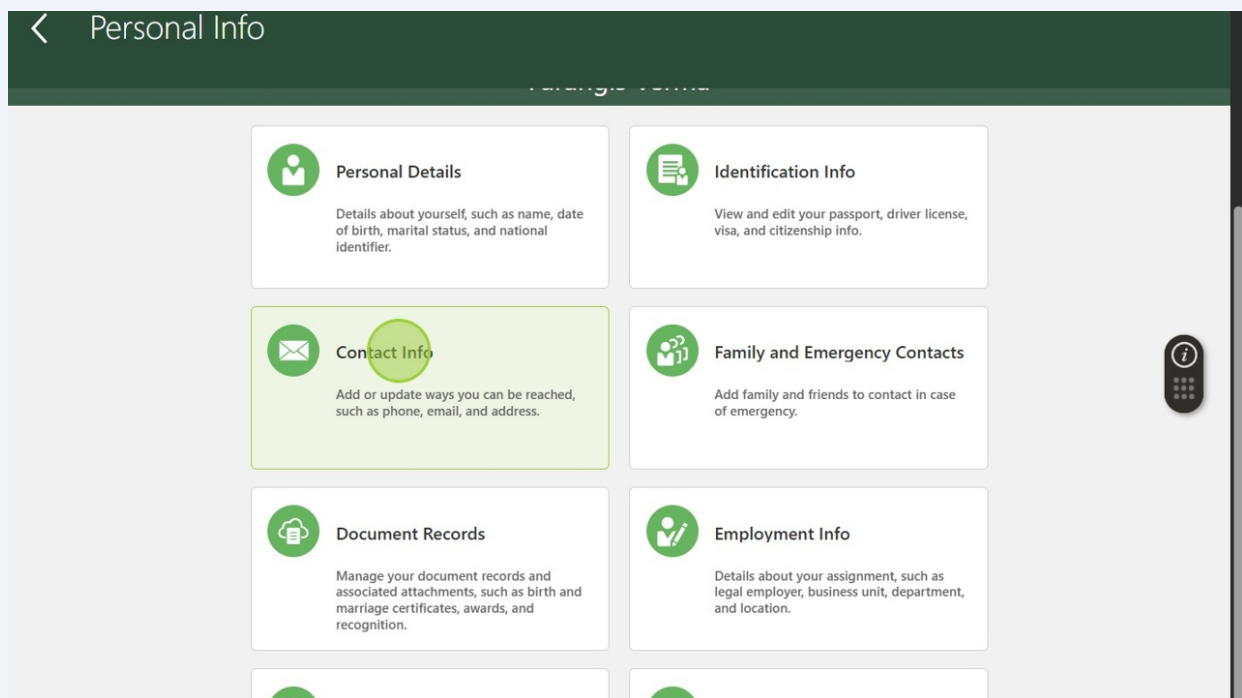
Once you are in your profile, locate the "*Personal Information*" option. Select this option to access information related to your identity and contact records.

Note: The Personal Information section allows the user to review, update and maintain basic personal information such as name, address, and contact details.



5

Within the Personal Information menu, find and select "*Contact Info*". This page displays the various ways the organization can reach you, including your address, phone number, and email. You will manage your address from this area.



6

After entering the Contact Info page, locate the "Address" section review the address information currently listed. Take a moment to confirm that the address on file is accurate and complete. If you notice any outdated or incorrect information, you will have the option to make updates.

OracleHR
UNIVERSITY OF SOUTH FLORIDA

Contact Info

Communication

+ Add

Home Phone

Work Email

Home Email

Address

+ Add

Home Address	Start Date
Station Road State College, PA 16801 Centre United States	03/08/2024

7

If an update to the user address is needed, locate the pencil icon located in the upper right section of the address section. The pencil icon represents the edit function

UNIVERSITY OF SOUTH FLORIDA

<

Contact Info

Communication

+ Add

Home Phone

Work Email

Home Email

Address

+ Add

Home Address

Station
Road
State College, PA 16801
Centre
United States

Start Date
03/08/2024

Mailing Address

Station
Road
Tarpon springs, FL 34689
Dinellac

Start Date
03/08/2024

<

Contact Info

Address

Delete

Submit

Cancel

Country

United States

Type

Home Address

*When does this address change start?

mm/dd/yyyy

Enter 03/08/2024 if you're correcting a mistake in this address.

*Address Line 1

Station

Address Line 2

Road

*ZIP Code

16801

*City

State College

*State



PA

*County

5

8

After completing your updates, review the information for accuracy. When you are confident that everything is correct, select "*Submit*" to save your changes. Your updated address will now be reflected in your profile.



Contact Info

Home Email

Address


Delete

Submit

Cancel

Country
United States

Type
Home Address



***When does this address change start?**

Enter 03/08/2024 if you're correcting a mistake in this address.

***Address Line 1**

Address Line 2

***ZIP Code**

***City**



OracleHR

UNIVERSITY OF SOUTH FLORIDA

Contact Info

Communication

+ Add

Home Phone

Work Email

Home Email

Address

+ Add

Home Address

Station

Road

State College, PA 16801

Centre

United States

Start Date

03/08/2024

9 This ends the walkthrough for Review and Update Address.

The image shows the University of South Florida logo, which consists of a stylized 'U' with a torch inside, set within a hexagonal frame. Below the logo, the text 'UNIVERSITY of SOUTH FLORIDA' is displayed in white capital letters. The entire logo is centered on a solid green background.

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