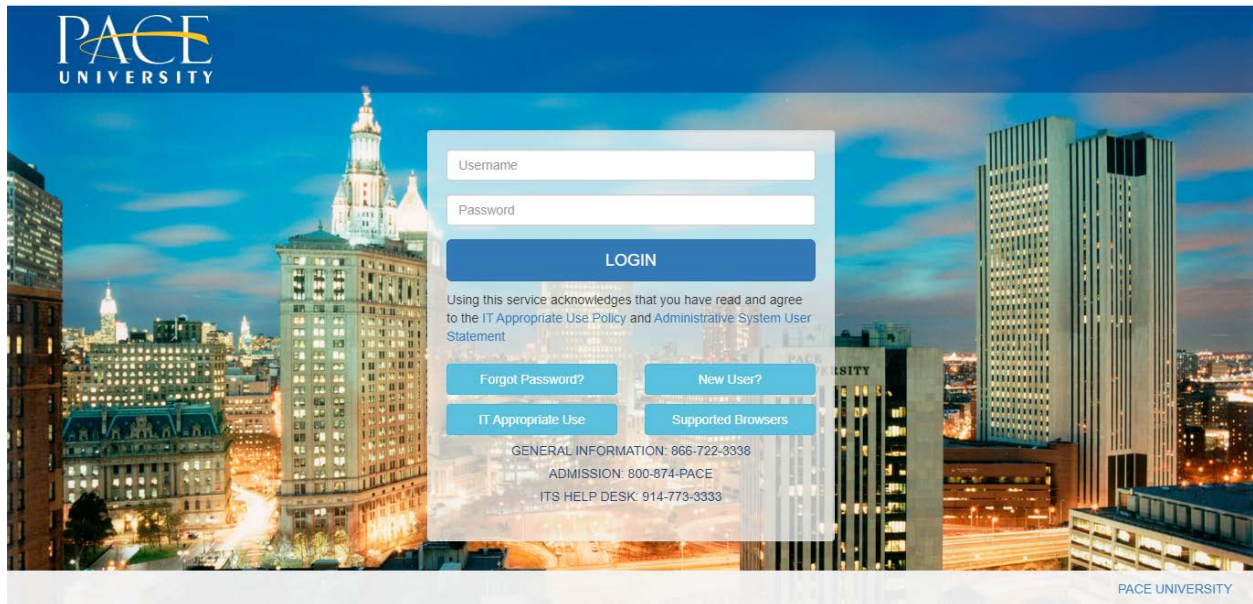
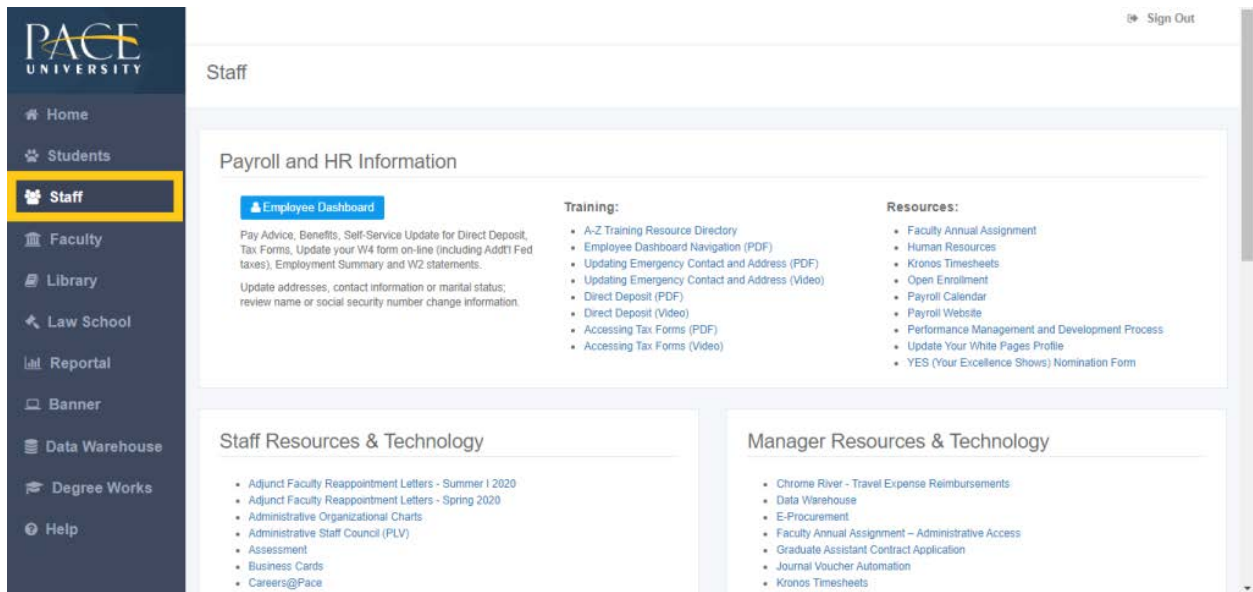


## ADDING & UPDATING HOME ADDRESS IN MYPACE PORTAL

1. Log into MyPace Portal at [portal.pace.edu](http://portal.pace.edu)



2. Click on the **Staff** tab on the left – this should be done for all employees including Faculty, Staff and Students.



3. Select the blue button **Employee Dashboard**.

Payroll and HR Information

**Employee Dashboard**

Pay Advice, Benefits, Self-Service Update for Direct Deposit, Tax Forms, Update your W4 form on-line (including Add'l Fed taxes), Employment Summary and W2 statements.

Update addresses, contact information or marital status; review name or social security number change information.

**Training:**

- A-Z Training Resource Directory
- Employee Dashboard Navigation (PDF)
- Updating Emergency Contact and Address (PDF)
- Updating Emergency Contact and Address (Video)
- Direct Deposit (PDF)
- Direct Deposit (Video)
- Accessing Tax Forms (PDF)
- Accessing Tax Forms (Video)

**Resources:**


- Faculty Annual Assignment
- Human Resources
- Kronos Timesheets
- Open Enrollment
- Payroll Calendar
- Payroll Website
- Performance Management and Development Process
- Update Your White Pages Profile
- YES (Your Excellence Shows) Nomination Form

4. Select **My Profile**.

**PACE UNIVERSITY**

Employee Dashboard

### Employee Dashboard



**My Profile**

**Pay Information**


Latest Pay Stub: 06/15/2020    [All Pay Stubs](#)    [Direct Deposit Information](#)    [Deductions History](#)

**Earnings**

**Benefits**


**My Activities**

- Approve Time
- Approve Leave Report
- Approve Leave Request
- Labor Redistribution
- Employee Menu

5. Under the **Addresses** section, select the **pencil icon**  to update your address.

Employee Dashboard • Employee Profile

### Profile



ID: [REDACTED]  
Status: Active  
Hired: 05/11/2020  
Birthday: 07/05  
[More Personal Information](#)

**Personal Information**

**Addresses**

Home Address  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Phones**

Home  
[REDACTED]

6. Scroll down until the **Addresses** section display. The **Address** section should be in between **Phone Number** and **Emergency Contact**.


The screenshot shows the PACE University website's Personal Information page. The header includes the PACE University logo and navigation links. The main content area is titled "Personal Information" and contains two sections: "Address" and "Emergency Contact".


**Address Section:**

- Mailing:** Current, 06/06/2018 - (No end date). Below the date is a greyed-out address field. There are edit and delete icons below the field.
- Home Address:** Current, 06/06/2018 - (No end date). Below the date is a greyed-out address field. There are edit and delete icons below the field.
- + Add New:** A button to add a new address.

**Emergency Contact Section:**

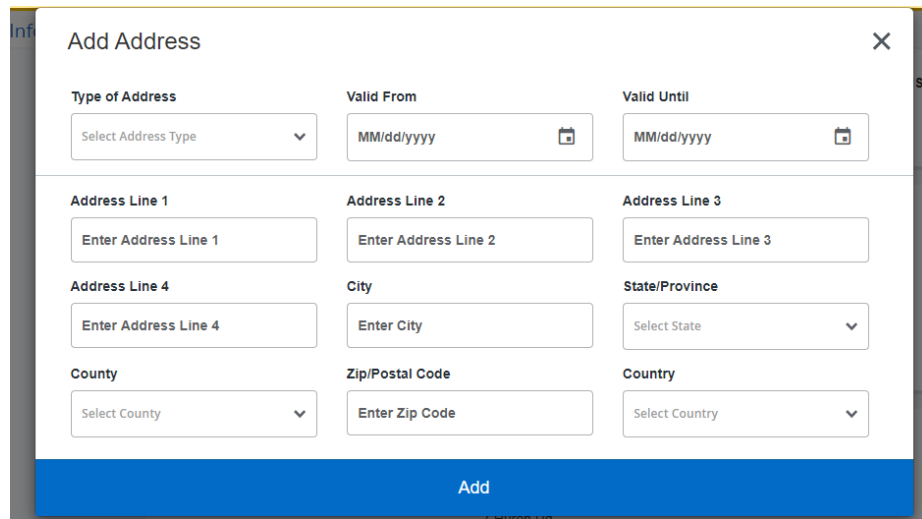
- 1:** Father, Phone: [greyed out]. There are edit and delete icons below the field.
- 2:** Mother, Phone: [greyed out]. There are edit and delete icons below the field.
- + Add New:** A button to add a new emergency contact.

7. Under the **Home Address**, please select the blue trash can icon  to delete the current home address.

8. Then select  **Add New** icon to add the new address.

This is a close-up view of the "Address" section from the previous screenshot. The "Home Address" entry is visible, showing the date "06/06/2018 - (No end date)" and a greyed-out address field. Below the field are edit and delete icons. The "+ Add New" button is highlighted with a red rectangle.

9. A pop-up box will display, from the **Address Type** please select the **Home Address**



The screenshot shows a pop-up window titled "Add Address" with a close button (X) in the top right corner. The form is organized into three columns and four rows of input fields. The first row contains "Type of Address" (a dropdown menu with "Select Address Type"), "Valid From" (a date field with "MM/dd/yyyy" and a calendar icon), and "Valid Until" (a date field with "MM/dd/yyyy" and a calendar icon). The second row contains "Address Line 1", "Address Line 2", and "Address Line 3", each with a text input field. The third row contains "Address Line 4", "City", and "State/Province" (a dropdown menu with "Select State"). The fourth row contains "County" (a dropdown menu with "Select County"), "Zip/Postal Code" (a text input field with "Enter Zip Code"), and "Country" (a dropdown menu with "Select Country"). A blue bar at the bottom of the form contains the "Add" button.

10. Please fill out all the required fills to add your new address to the system such as the *Address Line 1, City, State/Province, County, Zip/Postal Code and Country*.
11. Once completed, please select the **Add** button at the bottom.
12. The system will automatically add the new address to your profile.