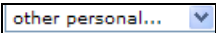









Updating W2 Address Information

1.	Begin by logging into SIS. Your Student Center appears.
2.	Click the other personal... dropdown list. 
3.	Click the Addresses list item. 
4.	Click the Go button. 
5.	The Addresses screen appears. Click the Add a New Address button. 
6.	Enter the appropriate information into the Address 1 field. Enter a valid value e.g. " 123 Tax Street ".
7.	Enter the city into the City field. Enter a valid value e.g. " Cleveland ".
8.	Enter the two letter abbreviation in the State field. Enter a valid value e.g. " OH ". If you don't know the abbreviation you may click on the look up icon.
9.	Enter the appropriate zip code into the Postal field. Enter a valid value e.g. " 44106 ".
10.	Click the OK button. 
11.	The add a new address screen appears. In the Address Types section select W2 . 
12.	Click the Save button. 
13.	The Save Confirmation screen will appear. Click the OK button. 
14.	This completes the Updating W2 Address Information process in PeopleSoft SIS. End of Procedure.