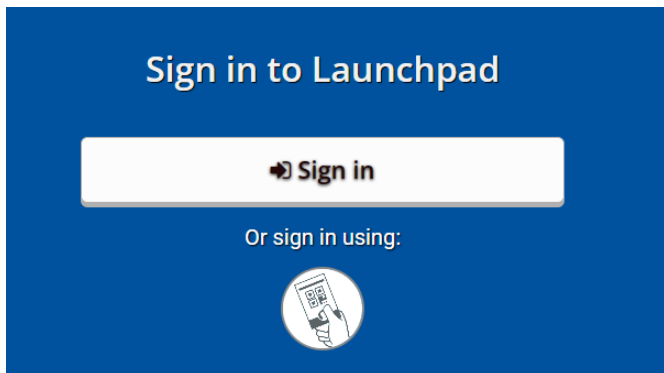


## HOW TO LOG IN TO EMPLOYEE CENTER

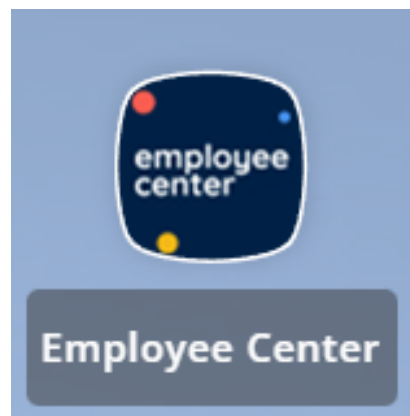
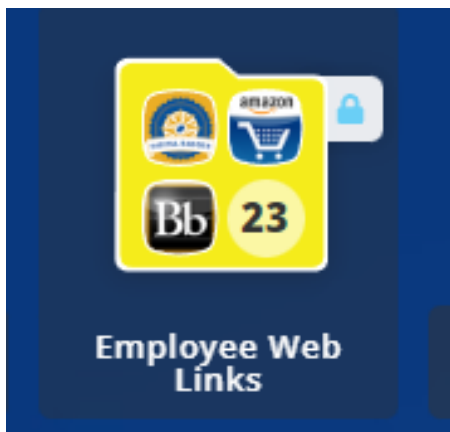
[NEISD Home Page](#) → LAUNCHPAD → Employee Web Links → Employee Center Icon



If prompted, log in with your active directory credentials



Click on the Employee Web Links Icon then click on the Employee Center Icon



## HOW TO VIEW CURRENT ADDRESS ON FILE

- 1) Under Manage My Profile, click on Update Personal Information

Welcome to Employee Center – The new way to manage your Employee Data



### Manage My Profile

- Update Personal Information
- Apply for a Job

- 2) Click on Edit Profile



### Edit Profile

Change address, update phone number, submit a name change, request leave of absence, and more

- 3) Click on “Personal Information”

At A Glance

Work Assignments

Personal Information

Compensation

Talent Profile

- 4) Double Click on the current address that is listed to open and view full address

### Addresses

Change Address

Add Address

Address

Mailing Address

Residential Address

Active



123 Street Name

Yes






Yes

Yes

Click on the listed address to view full address



5) Please verify all information is correct (apt #, zip code, etc)



Actions ▾Options ▾Drill Around® ▾

Effective Date:

Enter New Address

Street Address:

Apartment/Unit #:

City:

State/Province:

Zip Code:

County/District:






☒ Send Mail To This Address

☒ I Live At This Address

Comment:

Your request will be routed for approval to HR. Once approved, your address will be updated in the system.

6) If you need to update your address, click on ACTIONS → then CHANGE ADDRESS



Actions ▾Options ▾Drill Around® ▾

Effective Date:

Enter New Address

Add Address

Change Address

- 7) Fill in effective date (enter date, click on calendar icon, or type "T" to populate today's date).
- 8) Once done click SUBMIT.

This request will be routed for approval; after it is approved this record will be updated

Effective Date:\*



Reason:\* CHANGE ADDRESS



Description:

### Enter The Address Changes

Country: US



United States of America

Street Address: 555 Street Name

:

City: San Antonio

State/Province: TX



Post Code: 78247

County/District:

☒ Send Mail To This Address

☒ I Live At This Address

**Enter new  
address and  
then click  
SUBMIT**



Save As Draft

**Submit**

Cancel

***If you have any questions about how to update or verify your personal information, please contact Human Resources at (210) 407-0188.***