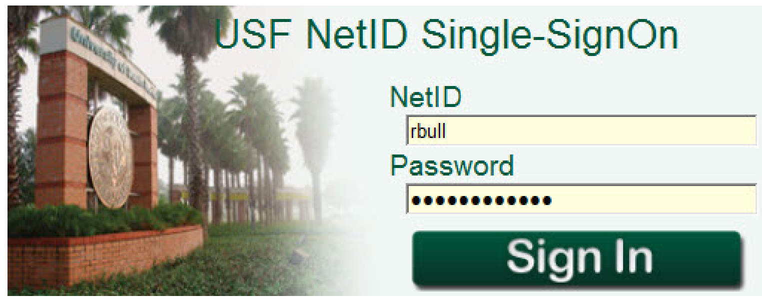
Ensure you receive USF notifications mailed to your home address by updating your home address in GEMS Self-Service.

Step 1 – Log into GEMS Self-Service

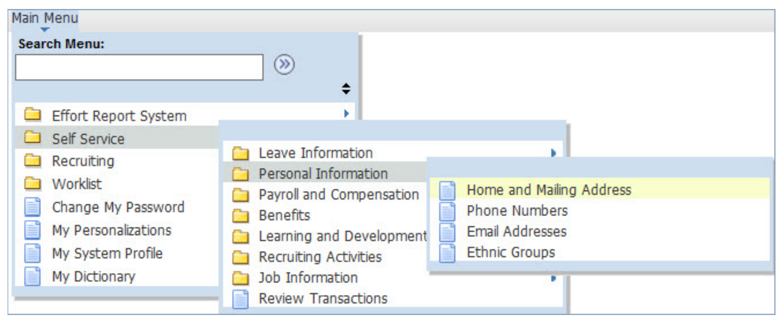
From any USF page, click **myUSF** at the top of the screen.

Sign in with your USF Net ID and Net ID password.



In the myUSF portal, click **Business Systems** and select **GEMS Self-Service** in the drop down.

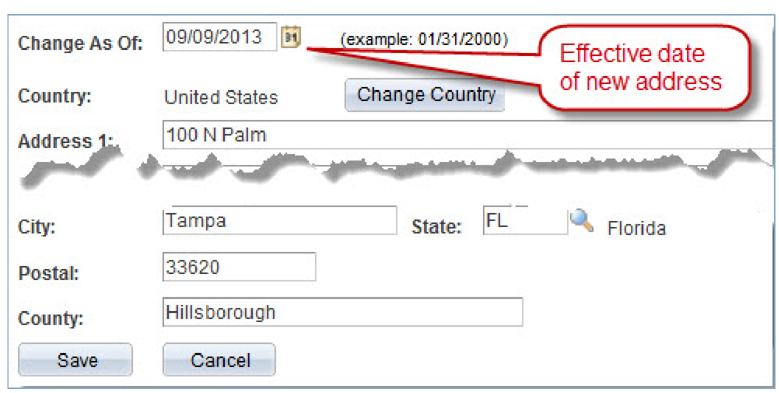
GEMS Self-Service opens to the home page. Click **Main Menu** > **Self Service** > **Personal Information** > **Home and Mailing Address**.



Your home address appears with a red pencil in the "Edit" column. Click the pencil icon to make changes.

Add an effective date for your new address (you can even add a date in the future if you are planning a move).

When finished, click **Save.**



If you need help signing in to the myUSF portal, contact the Help Desk at

- **Phone (813) 974-1222**
- **Email help@usf.edu**