

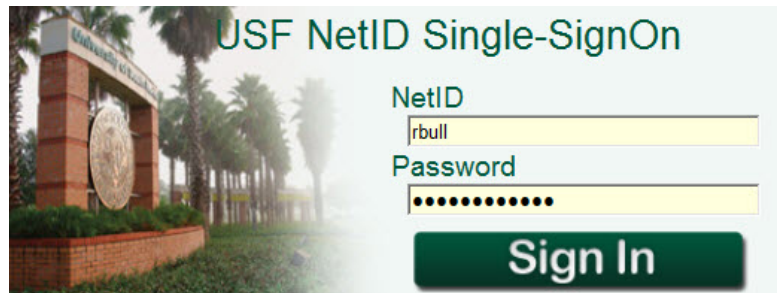
Ensure you receive USF notifications mailed to your home address by updating your home address in GEMS Self-Service.

Step 1 – Log into GEMS Self-Service

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



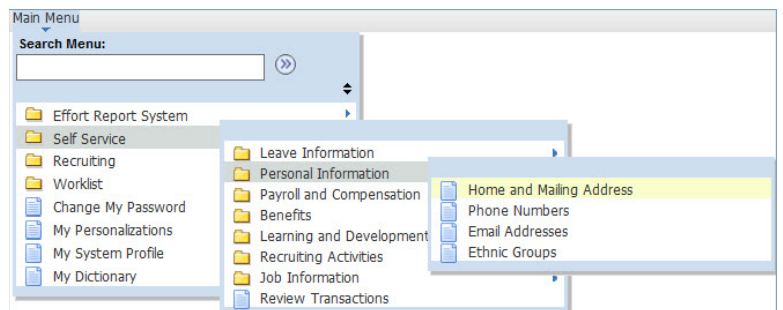
Sign in with your USF Net ID and Net ID password.



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.

Address Type	Status	As Of	Country	Address	Edit
Home	Current	09/09/2013	USA	100 N Palm Tampa, FL 33620 Hillsborough	

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

Change As Of: (example: 01/31/2000) **Effective date of new address**

Country:

Address 1:

City: State: Florida

Postal:

County:

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