

Updating Mailing Address in PeopleSoft Self-Service

The screenshot shows the Oracle PeopleSoft sign-in interface. At the top center is the Oracle PeopleSoft logo. Below it is a yellow informational box with text about two-factor authentication. The main sign-in area includes fields for User ID, Password, and a language dropdown menu set to English. A green Sign In button is positioned below the fields. At the bottom, there is a checkbox for 'Enable Screen Reader Mode'. A grey callout box on the right side of the page contains the text 'STEP 1 Sign In to PeopleSoft using your OU 4 x 4 and password.' Two black arrows point from the callout box to the User ID and Password input fields.

ORACLE
PEOPLESFT

STEP 1
Sign In to PeopleSoft using your
OU 4 x 4 and password.

Access to this system from off-campus requires two-factor authentication using Duo.
[Click here to register for Duo or learn more about OU's \(Norman Campus Users\) two-factor authentication requirements.](#)
[Click here to register for Duo or learn more about OUHSC's \(HSC Campus Users\) two-factor authentication requirements.](#)

User ID

Password

Select a Language
English

Sign In

Enable Screen Reader Mode

Employee Self Service

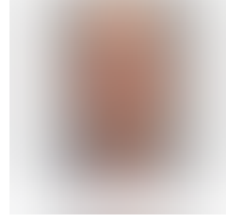
Update Name & Contact



Personal

STEP 2

Click on Update Name & Contact.



Payroll



Last Pay Date

Benefit Details



Open Enrollment

No Enrollment Available At This Time

Training



Access Bursar Account



Addresses

Review addresses below. Please do not type in ALL CAPS. **Home** address is for your permanent address. **Mailing** address is where you will receive all mail from the University, such as your W-2 tax form and insurance information. Both addresses are required. Changing your address in Human Resource PeopleSoft self-service will not update your address in any other University system.

If you are working in a state other than Oklahoma, please notify your campus Payroll Office. Once notified, Payroll will provide you with the appropriate tax forms required by that state.

Norman campus Payroll: Payroll@ou.edu

HSC campus Payroll: payroll-services@ouhsc.edu

Address Type	Same as Home?	Country	Address Line 1	Address Line 2	City	State	Postal Code
1 HOME	<input type="checkbox"/>	United States					
2 MAIL	<input type="radio"/> No						

STEP 3
Update your address. Once complete click on **Submit** at the bottom of the screen.

Comments