NYIT Self-Service Application
Updating a Home Address

Employees will be able to update their PRIMARY ADDRESS via Self-Service. Changes made through this section of the application will change the employee’s NYIT Personnel Record in Human Resources and may affect your payroll taxes.

NYIT Self Service Applications → Personal Information → Primary Address

1. Select ‘Personal Information’ from the Oracle Self Service Menu.

2. From this screen you can change your Phone Numbers, Primary Address and Emergency Contacts. You cannot alter your Basic Details or Dependents and Beneficiaries.
Adding or Changing an Address

1. Click on UPDATE to get the screen below. You can choose to “Correct or amend this address.” or “Enter a new address if you have moved.”

2. Enter ADDRESS LINE 1 then press Tab to go to the next field.

3. Next, enter the CITY name; you can enter the entire name or part of it. Once you’ve entered something in this field, you can use the ‘search or find’ icon or the Tab key to ‘Search and Select’ by City. If there is more than one CITY with the same name, you should get a list of possible combinations of CITY, STATE, ZIP CODE and COUNTY.

***Always use the TAB key to move to the next field in this screen***
• You can choose the appropriate line in two ways: using the QUICK SELECT icon quickly updates the address screen with the values from that line – if you use the ‘SELECT’ radio button shown on the left side, then you must also click on the SELECT button. In both cases, the line values will be shown on the Enter New Address Page.

4. After your selection, the City, State and County are filled in; you may still have to add the required ZIP field if your city is covered by a range of zip codes.

• The calendar icon allows you to ‘Pick a Date’ using , , and to access different months and years.
• The Tip icon brings you to a TIP window which provides field information and instructions.

5. The blue dot designates a change to the current information. Review the proposed changes and check for accuracy. Choose to go ‘Back’, ‘Cancel’, print using ‘Printable Page’, or ‘Submit’. Use ‘Back’ to re-do your changes – you’ll be brought to the previous update screen.

6. When you choose ‘Cancel’, you will get the “Warning” screen below. Choose ‘Yes’ to discard your changes.
7. When you click on ‘Printable Page’ you will get the page below. The print options will appear in the FILE window.

8. Choose ‘Submit’; a CONFIRMATION message appears informing you that your changes have been applied.

9. Click on ‘Return to Overview’ to view the new Primary Address.