

# Updating your Address Online Through Employee Self Service (ESS)

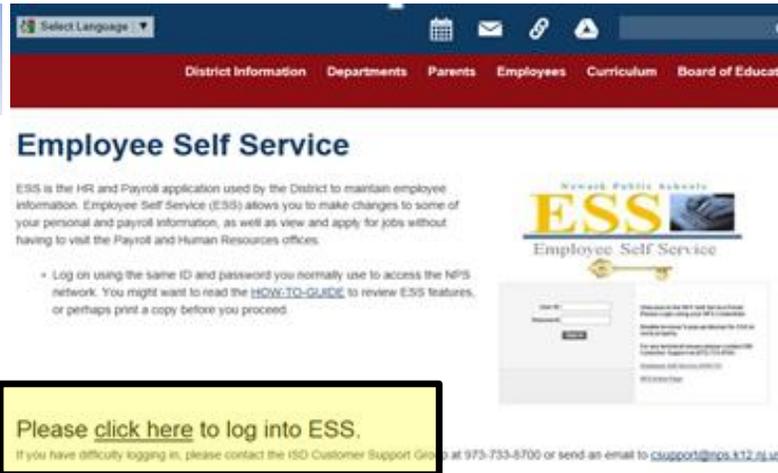
1

Select **"Employee Self Service"** from the **Employees** tab on the NPS Website



2

Click on **ESS Link**



3

Enter **User ID** and **Password**

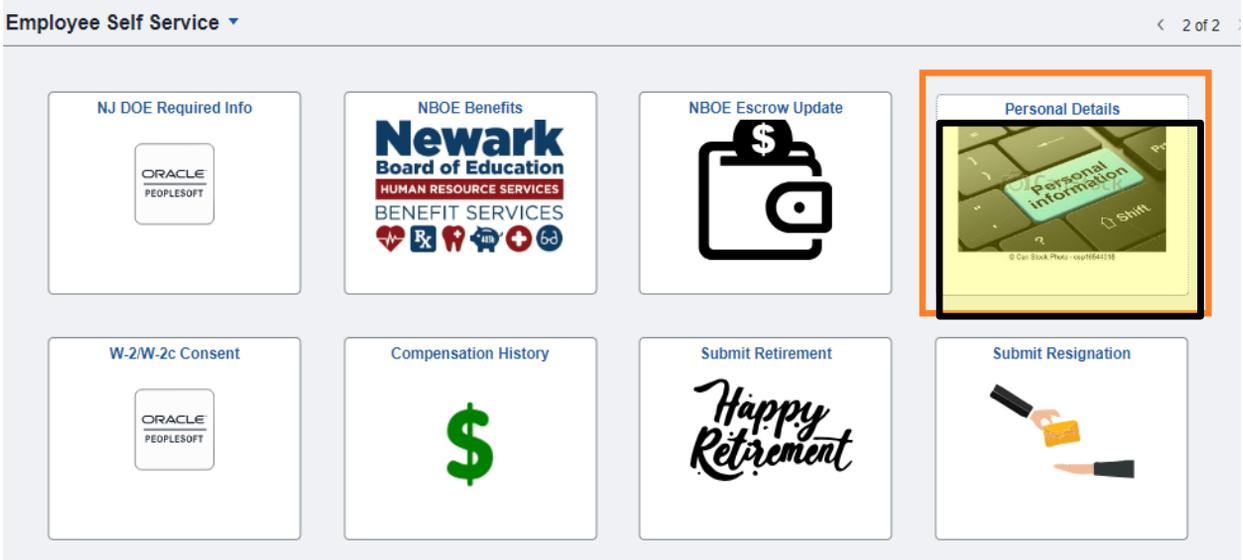


4

Click **"Sign In"**

5

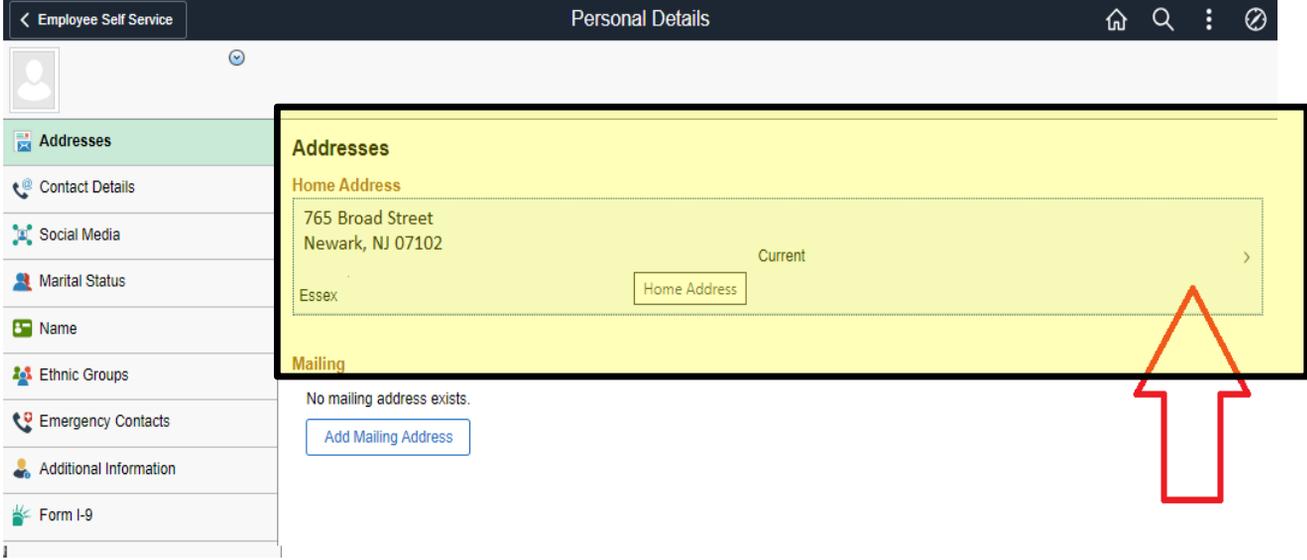
Click on the Personal Details



6

Click on the Addresses you need to be update. For the default Home Address, click on the address itself. **Warning: Adding a Mailing Address will NOT change the Home Address.**

**Also, your Mailing address IS NOT NEEDED if it is the same information as your HOME address**



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**A screen will pop up and you will enter the new address. *Please ensure the correct Zip Code is included.* Then click Save**

The screenshot shows a web form titled "Address" with a "Cancel" button on the left and a "Save" button on the right. A red arrow labeled "2" points to the "Save" button. The form contains the following fields:

- Change As Of: 09/27/2024
- Address Type: Home
- \*Country: United States
- Address 1: (empty field)
- Address 2: Apt. 1
- Address 3: (empty field)
- City: (empty field)
- State: New Jersey
- Postal: (empty field)
- County: (empty field)

A red arrow labeled "1" points to the "Address 1" field.

8

**The Records Verification Team will receive your request, and an email receipt will be sent to your work email . Your request will be pending until approved by the team, see below.**

Submitted - Address Change - Your request was submitted for administrator review

To ●

Your request was successfully submitted. The request requires administrator review before it will be saved to the database. You will be notified when it is approved or denied.

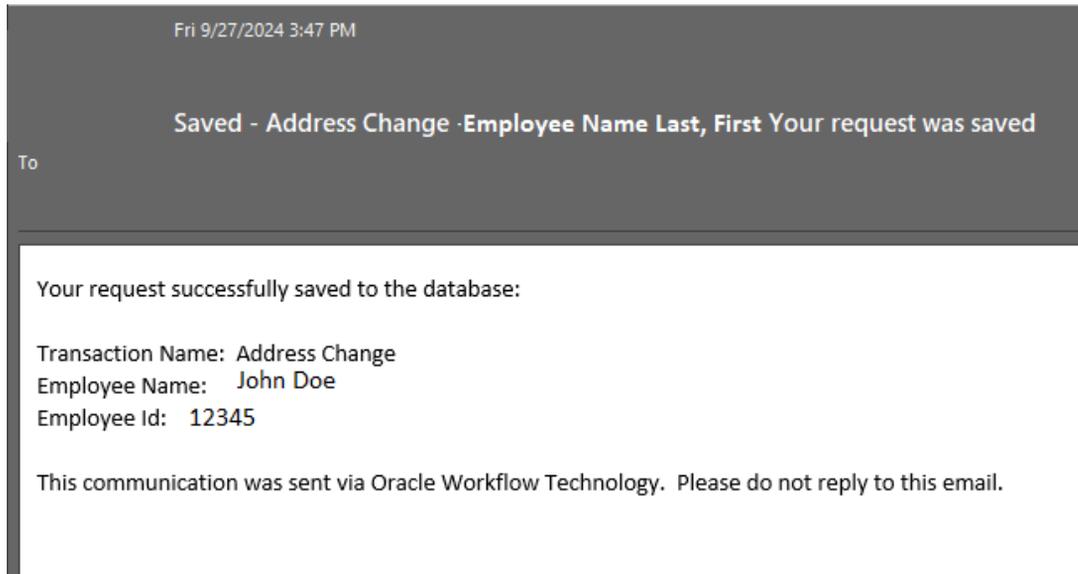
Transaction Name: Address Change  
 Employee Name: John Doe  
 Employee Id: 12345

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

Addresses		
<b>Home Address</b>		
123 Main Street	Current	>
Newark, NJ Essex		
765 Broad Street	As of 09/27/2024	Submitted for Approval
Newark, NJ Essex		
<b>Mailing</b>		
No mailing address exists.		
<a href="#">Add Mailing Address</a>		

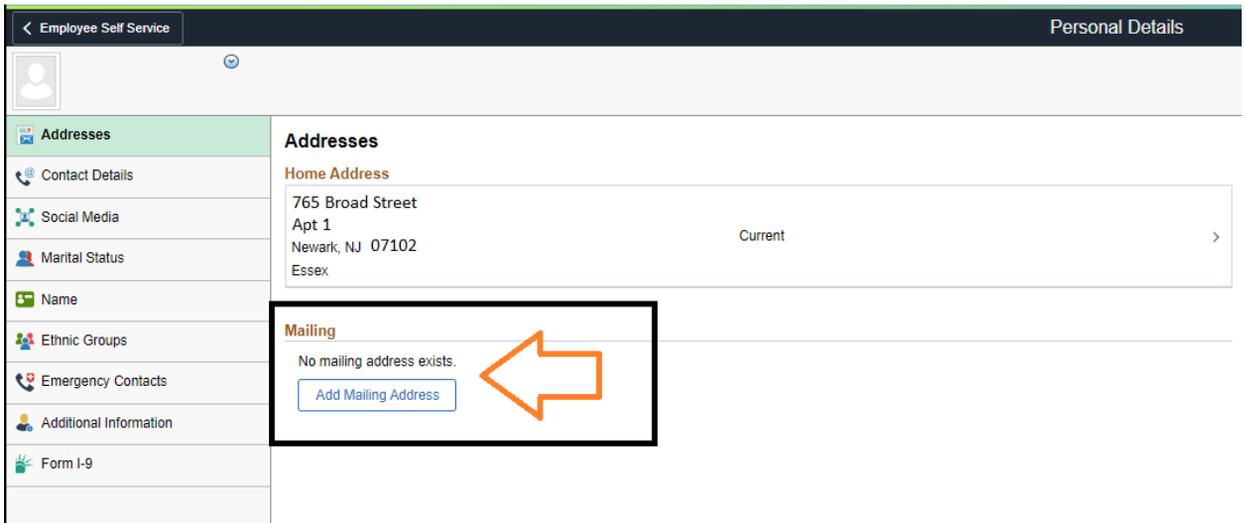
9

**An approval email will be sent once your request is successfully saved.**



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**If you want a second address for mailing purposes, you may click on the Add Mailing Address button. Mailing address isn't needed if home address is on file.**



Any questions about your address change please email [recordsverification@NPS.K12.NJ.US](mailto:recordsverification@NPS.K12.NJ.US).