Updating Your Address

As a current employee, you can update your address by following the steps below.

1. Go to AdminSystems
2. Select the Oracle HR & Finance tile
3. Log in with your Blazer ID and Password
4. Select UAB Self Service Application in the left navigation section
5. Select Personal Information from the center navigation section
6. Once your personal information appears, click the Update button in the “Main Address” section
7. Click the appropriate radio button for what needs to be changed
8. Click Next
9. Once your information appears, update the Address Fields accordingly with your correct information.
10. Click Next
11. Review the Proposed changes section, correct again if needed
12. Click Submit

If you experience any issues, please contact HR Records Administration at hrmrecords@uab.edu.