

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.