

Use this task to update your home and/or mailing address in UCPath.

Dashboard Navigation:

Personal Information > **Personal Information Summary**

or


Menu Navigation:

Employee Actions > Personal Information > **Personal Information Summary**


Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.

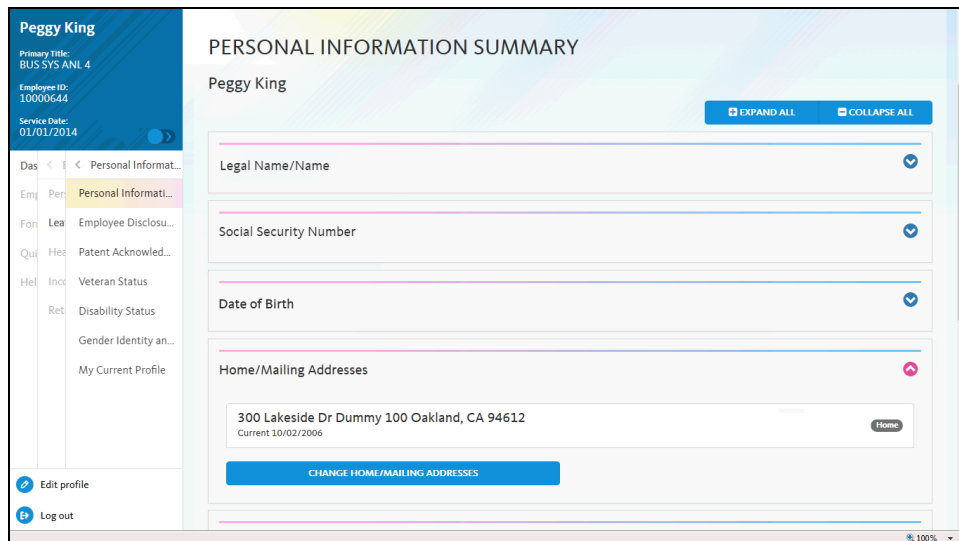
The screenshot displays the UCPath interface for a user named Peggy King. On the left, a sidebar shows the user's profile information and a list of navigation links. The main area is titled 'SECURITY QUESTION' and prompts the user to confirm their identity by answering a question: 'Who is your childhood best friend?'. A text input field is provided for the answer, and a 'Submit' button is at the bottom. The top of the page features a search bar, 'Bookmark', and 'Log out' links. A yellow button labeled 'Ask UCPath Center' is also visible.

Step	Action
1.	<p>Before you change personal information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the Security Question field.</p> <p>For this example click in the Who is your childhood best friend? field.</p>
2.	<p>Enter the desired information into the Security Question field.</p> <p>For this example, enter Molly.</p>

Step	Action
3.	<p>Your answer appears as a series of dots.</p> <p>Click the Submit button.</p> 

The screenshot shows the UCPATH user interface. At the top left, a blue sidebar contains the user's name "Peggy King" and contact information: "Primary Title: BUS SYS ANL 4", "Employee ID: 10000644", and "Service Date: 01/01/2014". Below this is a navigation menu with options like "Personal Information Summary", "Employee Disclosure", "Patent Acknowledgment", "Veteran Status", "Disability Status", "Gender Identity and Expression", and "My Current Profile". The main content area has a header "PERSONAL INFORMATION SUMMARY" and a sub-header "Peggy King". There are two buttons: "Expand All" and "Collapse All". Below these are four expandable sections: "Legal Name/Name", "Social Security Number", "Date of Birth", and "Home/Mailing Addresses". Each section has a dropdown arrow indicating it can be expanded or collapsed.

Step	Action
4.	<p>If you answer the question correctly, UCPath displays the Personal Information Summary page, and you can make your changes.</p> <p>If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the Security Questions Setup page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.</p>
5.	<p>UCPath allows for a home address and a mailing address. The home address is required. The mailing address is optional. If you do not enter the optional mailing address, your home address is used as the mailing address.</p> <p>Note: Paper paychecks are always mailed to the home address, even if you add a mailing address to your personal information.</p>
6.	<p>In this example, update your home address and add a mailing address.</p> <p>Click the Expand Home/Mailing Addresses button.</p> 



Peggy King
Primary Title:
BUS SYS ANL 4
Employee ID:
10000644
Service Date:
01/01/2014

PERSONAL INFORMATION SUMMARY
Peggy King

[EXPAND ALL](#) [COLLAPSE ALL](#)

Legal Name/Name

Social Security Number

Date of Birth

Home/Mailing Addresses

300 Lakeside Dr Dummy 100 Oakland, CA 94612
Current 10/02/2006

[CHANGE HOME/MAILING ADDRESSES](#)

[Edit profile](#) [Log out](#)

Step	Action
7.	Click the Change Home/Mailing Addresses button.

Step	Action
8.	<p>You can click the address you want to update or you can click the arrow to the right of the address type to open the address information.</p> <p>Click the Address link.</p>
9.	<p>You must enter a value in the Address 1 field, and you may add additional street information in Address 2 or Address 3. The City, State/Province and Postal fields are also required.</p> <p>You cannot save this page with an incomplete address. Post office boxes are allowed.</p>
10.	<p>Click in the Address 1 field.</p> <div> 300 Lakeside Dr </div>
11.	<p>Enter the desired information into the Address 1 field. For this example, enter 1518 Solitude Lane.</p>
12.	<p>In this example, remove the second address line.</p> <p>Click in the Address 2 field.</p>
13.	<p>Press [Delete].</p>

Peggy King
Primary Title: BUS SYS ANL 4
Employee ID: 10000644
Service Date: 01/01/2014

EDIT HOME ADDRESS

Country: United States

Address 1: 1518 Solitude Lane

Address 2:

Address 3:

City: Oakland

State: CA

Postal: 94612

County:

SAVE **CANCEL**

Step	Action
14.	Click in the City field.
15.	Enter the desired information into the City field. For this example, enter Moreno Valley .
16.	Click in the Postal field.
17.	Enter the desired information into the Postal field. For this example, enter 92557 .
18.	Click the Save button.

Peggy King
Primary Title: BUS SYS ANL 4
Employee ID: 10000644
Service Date: 01/01/2014

EDIT HOME ADDRESS

Address 1: 1518 Solitude Lane

Address 2:

Address 3:

City: Moreno Valley

State: CA

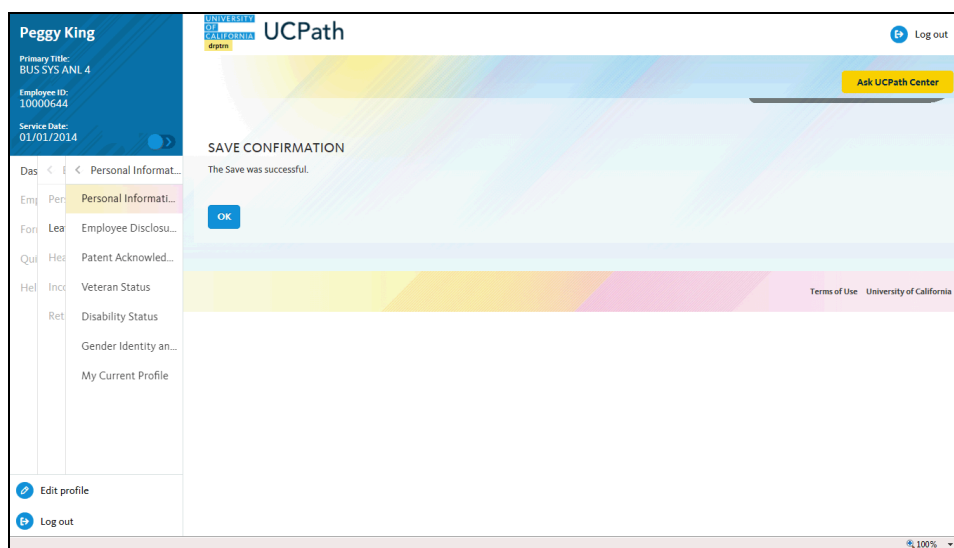
Postal: 92557

County:

We were unable to verify the address you entered. Please review the address and try again or check the following option to skip address verification.
☐ Proceed with the address I have entered.

Save **Cancel**

Step	Action
19.	<p>The system displays a message if it cannot verify the address. Review the address and make changes, if necessary. Or select the Proceed with the address I have entered check box to indicate your confirmation of the address.</p> <p>In this example, the address is correct. Click the Proceed with the address I have entered option.</p> <input type="checkbox"/>
20.	Click the Save button.



Step	Action
21.	<p>A confirmation message appears.</p> <p>Click the OK button.</p> <input type="button" value="OK"/>

Peggy King
Primary Title: BUS SYS ANL 4
Employee ID: 10000644
Service Date: 01/01/2014

PERSONAL INFORMATION SUMMARY
Peggy King

EXPAND ALL COLLAPSE ALL

Legal Name/Name

Social Security Number

Date of Birth

Home/Mailing Addresses

1518 Solitude Lane Moreno Valley, CA 92557
Current 09/20/2017

CHANGE HOME/MAILING ADDRESSES

Edit profile Log out

Step	Action
22.	You can enter multiple addresses. For this example, add a mailing address. Click the Change Home/Mailing Addresses button.

Peggy King
Primary Title: BUS SYS ANL 4
Employee ID: 10000644
Service Date: 01/01/2014

UCPath
Log out Ask UCPath Center

ADDRESSES
Peggy King

1518 Solitude Lane
Moreno Valley, CA 92557
Current 09/20/2017

Select an Option

ADD

Edit profile Log out

Terms of Use University of California

Step	Action
23.	Click the button to the right of the Select an Option field.

Peggy King
Primary Title: BUS SYS ANL 4
Employee ID: 10000644
Service Date: 01/01/2014

UCPath Log out

ADDRESSES
Peggy King

1518 Solitude Lane
Moreno Valley, CA 92557
Current 09/20/2017

Select an Option
Select an Option
Mail

ADD

RETURN TO PERSONAL INFORMATION

Terms of Use University of California

Edit profile
Log out

Step	Action
24.	For this example, click the Mail list item. Mail
25.	Click the Add button.
26.	Enter the desired information into the Address 1 field. For this example, enter 28981 Alessandro Blvd.
27.	Click in the City field.
28.	Enter the desired information into the City field. For this example, enter Moreno Valley.
29.	Click in the State field. <input type="text"/>
30.	Enter the desired information into the State field. For this example, enter CA.
31.	Click in the Postal field.
32.	Enter the desired information into the Postal field. For this example, enter 92555.

Peggy King
Primary Title: BUS SYS ANL 4
Employee ID: 10000644
Service Date: 01/01/2014

ADD MAILING ADDRESS

Country: United States

Address 1: 28981 Alessandro Blvd

Address 2:

Address 3:

City: Moreno Valley State: CA

Postal: 92555 County:

SAVE **CANCEL**

Step	Action
33.	Click the Save button.

Peggy King
Primary Title: BUS SYS ANL 4
Employee ID: 10000644
Service Date: 01/01/2014

UCPath

SAVE CONFIRMATION
The Save was successful.

OK

Terms of Use University of California

Step	Action
34.	<p>Notice that the verification message did not appear for this address. Only the confirmation message appeared. The address was correctly entered.</p> <p>Click the OK button.</p> <p>OK</p>

Peggy King
Primary Title: BUS SYS ANL 4
Employee ID: 10000644
Service Date: 01/01/2014

PERSONAL INFORMATION SUMMARY
Peggy King

EXPAND ALL COLLAPSE ALL

Legal Name/Name

Social Security Number

Date of Birth

Home/Mailing Addresses

1518 Solitude Lane Moreno Valley, CA 92557
Current 09/20/2017 Home

28981 Alessandro Blvd Moreno Valley, CA 92555
Current 09/20/2017 Mailing

CHANGE HOME/MAILING ADDRESSES

Edit profile Log out

Step	Action
35.	<p>You have updated your address in UCPath online.</p> <p>A confirmation email is sent to the primary email address on your account. You can identify your primary email address under Employee Actions > Personal Information > Personal Information Summary.</p> <p>End of Procedure.</p>