



## Graduate Medical Education

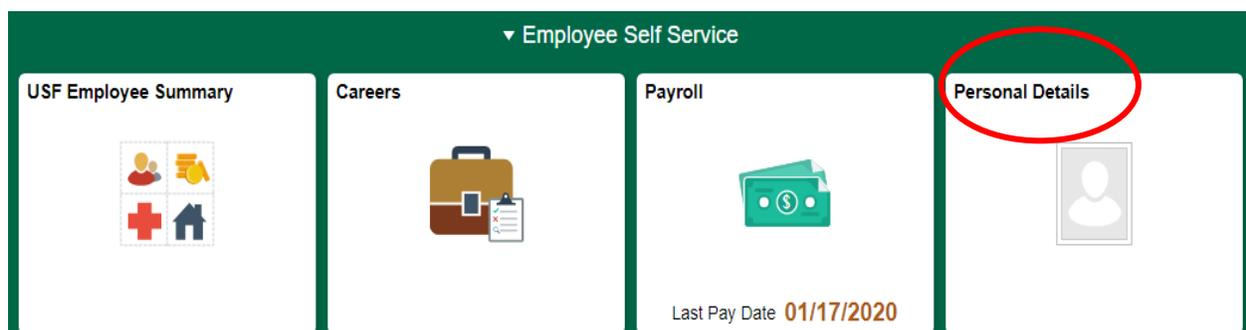
# How To: Update Your Address in GEMS Self Service

Go to [www.usf.edu](http://www.usf.edu) and click on [MyUSF](#)

Sign in with your **NETID**

Click on **Business Systems > GEMS \*\***. You will be directed to the Employee Self Service Portal where you will need to click on the **Personal Details** tile, then **Addresses** on the left-hand menu once you click the tile.

*\*\*If GEMS does not appear, please call IT Helpdesk at (813) 974-4357, or email [Help@usf.edu](mailto:Help@usf.edu).*



In the addresses menu, you have an option to update your **Home Address** and **Mailing Address**.

For USF purposes, please enter your **local Florida address** in the **Home Address** field.

Tax forms and other university mailings are sent to your **Mailing Address**. If you want these to be mailed to your local address, enter your local Florida address in the Mailing Address field as well. However, if you are keeping an out-of-state address and would prefer these tax forms and other mailings to be sent to the out-of-state address, enter your out-of-state address in the Mailing Address field.

If you have questions or need help with the Address portion of your GEMS Self Service portal, please contact Payroll Services, [UCO Payroll Certs@USF.edu](mailto:UCO_Payroll_Certs@USF.edu) or email [ptaylor@usf.edu](mailto:ptaylor@usf.edu).