MSS – Change Office and Communication Data

Query Technical Name: N/A

Location(s):

Manager Self Service

Purpose: Manager Self Service (MSS) is available to faculty and staff who manage tasks such as enterprise compensation, personnel action requests, and time administration. The information contained in this document is for maintaining office communication and location information. Virtual Private Network (VPN) isn’t necessary to access MSS.

MSS changes (phone, building and room location) will automatically update the Find-IT directory within 24 hours. Be aware that MSS changes do not update:

- Delivery address within purchasing: Contact procurement services for this change.
- Student records: Contact the Registrar for this change.

1. Log into myNKU
   a. https://myNKU.nku.edu/irj/portal
2. Select the Manager Self Service tab.
3. Click General Information.
Note: A new window or tab will open, depending on your browser settings.

4. Select the employee name.

5. Scroll to the bottom right area of the window until you see Related Activities.

<table>
<thead>
<tr>
<th>If You Want To</th>
<th>Then</th>
<th>Go To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Office and Communication Data</td>
<td>Click <a href="#">Change Office and Communication Data</a></td>
<td>Page 3</td>
</tr>
<tr>
<td>Maintain Permanent Address</td>
<td>Click <a href="#">Addresses</a></td>
<td>Page 5</td>
</tr>
<tr>
<td>Maintain Mailing Address</td>
<td>Click <a href="#">Addresses</a></td>
<td>Page 7</td>
</tr>
</tbody>
</table>
Change Office and Communication Data

1. Click Change Office and Communication Data.

2. Click Edit.
6. Make changes to telephone, building, and room, if applicable.
7. Click Review.

8. Review the edits.
9. Click Save.

10. A confirmation message will appear at the top of the window.
11. Close the window to exit.
Edit Permanent Address

1. Click Addresses.

2. Click Edit.

3. Complete all applicable information.
4. Select either Valid as of Today or Valid as of Future Date including the date.
5. Click Review.
6. Review the edits.
7. Click Save.

8. A confirmation message will appear at the top of the window.
9. Close the window to exit.
Edit Mailing Address

1. Click New Mailing address.

2. Complete all applicable information.
3. Select Valid as of Today, Valid as of Future Date, or Validity Period.
4. Enter the date(s) as appropriate.

Mailing address valid today and every day

Input a defined future date for the address to be valid.

Input a mailing address for a period of time with a defined start and end date.
5. Click Review.

6. Review the edits.

7. Click Save.

8. A confirmation message will appear at the top of the window.

9. Close the window to exit.