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.
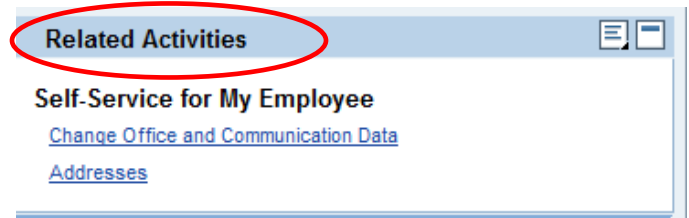3. Click General Information.
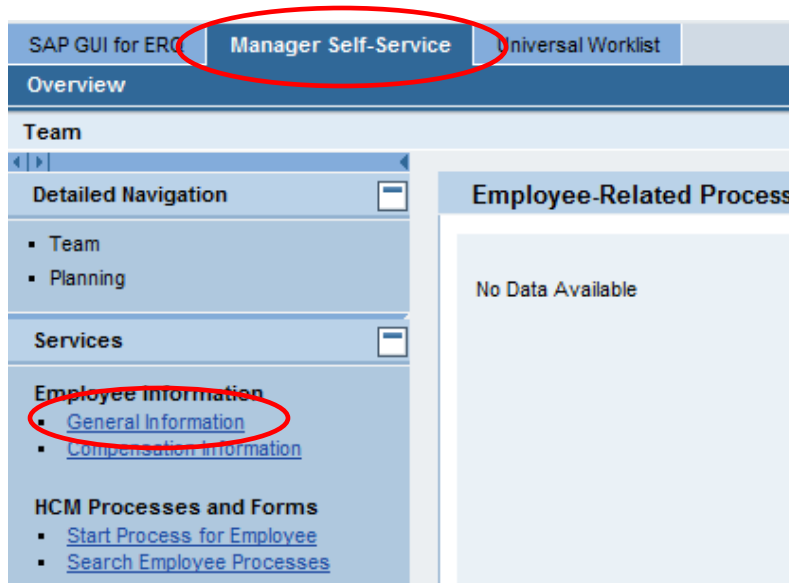
Note: A new window or tab will open, depending on your browser settings.

4. Select the employee name.

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

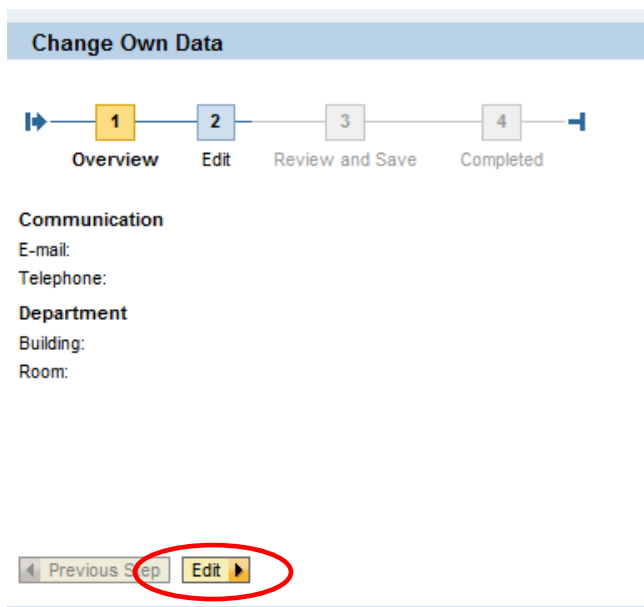| If You Want To	Then	Go To
Change Office and Communication Data	Click Change Office and Communication Data	Page 3
Maintain Permanent Address	Click Addresses	Page 5
Maintain Mailing Address	Click Addresses	Page 7

Change Office and Communication Data

1. Click Change Office and Communication Data.
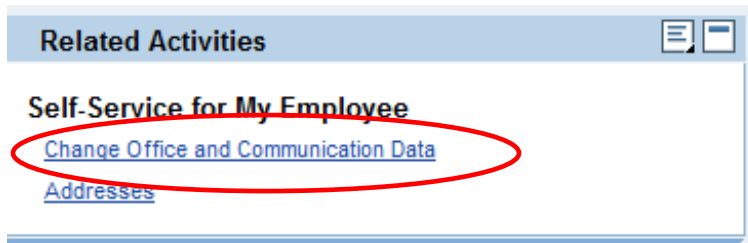
2. Click Edit.

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

Communication

E-mail:

Telephone: 859-572-1111

Department

Building: AC

Room: 110

◀ Previous Step | Review ▶

8. Review the edits.
9. Click Save.

Communication

E-mail:

Telephone: 859-572-1111

Department

Building: AC

Room: 110

◀ Previous Step | Save

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

☑ The changes you made to your data have been saved

Communication

E-mail:

Telephone: 859-572-1111

Department

Building: AC

Room: 110

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.

Verify the Address data below

Permanent residence

Country:	USA
c/o:	
House Number and Street:	100 Sesame Street
Address Line 2:	
City:	Cincinnati
County:	Clermont
State:	Ohio
Postal Code:	45244
Telephone:	859 513-5555

Valid from 8/29/2011

◄ Previous Step   Save

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

Addresses

1	2	3	4
Overview	Edit	Review and Save	**Confirmation**

☑ The changes you made to your Address data were saved

Permanent residence

Country:	USA
c/o:	
House Number and Street:	100 Sesame Street
Address Line 2:	
City:	Cincinnati
County:	Clermont
State:	Ohio
Postal Code:	45244
Telephone:	859 513-5555

Valid from 8/29/2011

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.

Mailing address

Country: * USA

c/o:

House Number and Street: * P.O. Box 10

Address Line 2:

City: * Milford

County: Clermont

State: * Ohio

Postal Code: * 45150

Telephone: 513 555-1111

○ Valid as of Today

◉ Valid as of Future Date 9/1/2011

○ Validity Period

◀ Previous Step Review ▶

Verify the Address data below

Mailing address

Country:	USA
c/o:	
House Number and Street:	P.O. Box 10
Address Line 2:	
City:	Milford
County:	Clermont
State:	Ohio
Postal Code:	45150
Telephone:	513 555-1111

Valid from 9/1/2011

◀ Previous Step Save

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

9. Close the window to exit.

Addresses

| 1 Overview | 2 Edit | 3 Review and Save | 4 Confirmation |

☑ The changes you made to your Address data were saved

Mailing address

Country:	USA
c/o:	
House Number and Street:	P.O. Box 10
Address Line 2:	
City:	Milford
County:	Clermont
State:	Ohio
Postal Code:	45150
Telephone:	513 555-1111

Valid from 9/1/2011