Submitting Requests to Change Personal Information Job Aid

eProfile enables employees to submit requests for changes to their home/mailing address, marital status, and name. These requests require documentation and verification and are processed through the Core-CT 9.1 eProfile approval process.

The pages used to submit these requests can be accessed from the **Personal Information Summary** page using the following buttons:
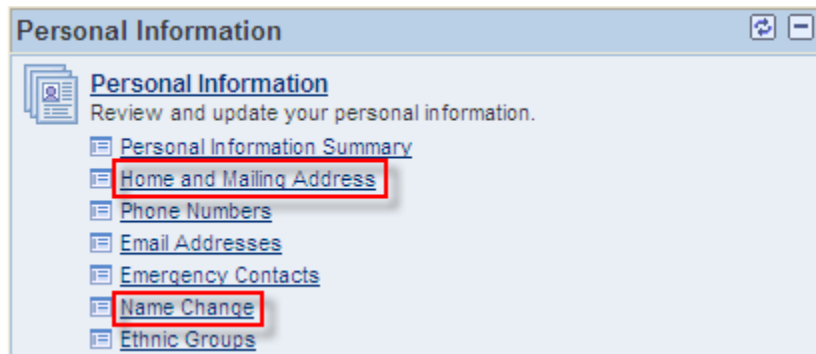
- **Change home/mailing addresses**

- **Change name**

These pages can also be accessed from links in the **Personal Information** pagelet on the Core-CT 9.1 Portal **My HR** tab.

Home/Mailing Address

Employees can have one home and one mailing address. These addresses can be the same or they can be different from one another. Use the **Edit** button to make changes to either or both the home address and the email address on the **Edit Home Address** or **Edit Mailing Address** page. Address changes require verification and approval.

The following fields are required fields. These must be completed in order to save an address:

- **Address 1**

- **City**

- **State**

- **Postal** (Zip code)

Home and Mailing Address

Addresses					
Address Type	**Status**	**As Of**	**Country**	**Address**	**Edit**
Home	Current	01/01/1901	USA	75 Chatfield Drive Trumbull, CT 06611	
Mailing	Current	01/02/1901	USA	14 PETERS RD TRUMBULL, CT 06611	

Edit Home Address

Change As Of: 01/01/1901 📅 (example: 01/31/2000)

Country: United States [Change Country]

Address 1: 75 Chatfield Drive

Address 2:

Address 3:

City: Trumbull State: CT 🔍 Connecticut

Postal: 06611

County:

[Save] [Cancel]

Edit Mailing Address

Change As Of: 01/02/1901 📅 (example: 01/31/2000)

Country: United States [Change Country]

Address 1: 14 PETERS RD

Address 2:

Address 3:

City: TRUMBULL State: CT 🔍 Connecticut

Postal: 06611

County:

[Save] [Cancel]

Name Change

Employees can use **eProfile** to submit name change requests by using the **Edit Name** button on the **Name Change** page and then editing name information on the **Edit Name** page. The **Submit** button is used to submit the requests. Requests for name changes require verification and approval.

Edit Name

English Name Format

Prefix: Mr

First Name: John

Middle Name:

Last Name: Doe

Suffix:

Display Name: John Doe

Formal Name: Mr John Doe

Name: Doe,John

Refresh Name

OK   Cancel