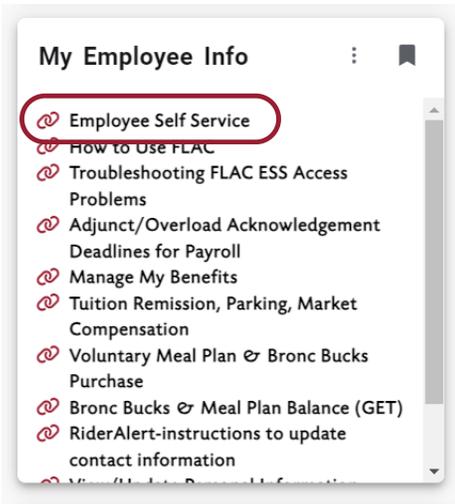
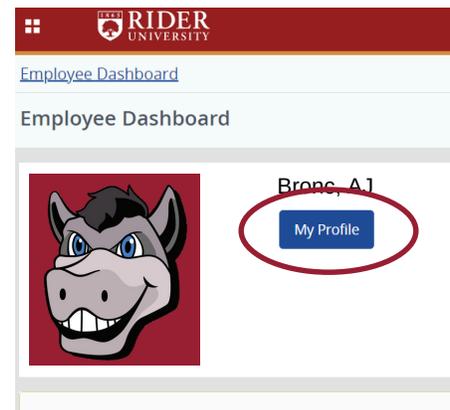


# HOW TO: CHANGE YOUR ADDRESS OR PHONE NUMBER



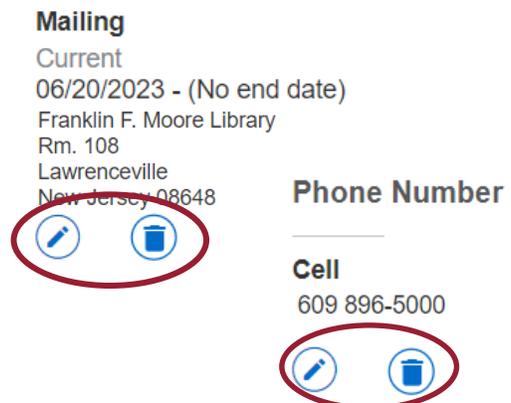
Step 1: Go to MyRider, and click on the “Employee Self Service” link on the My Employee Info tab.

Step 2: Click on the “My Profile” button on the Employee Dashboard.



Step 3: Click on the pencil Icon on the right side of your screen next to addresses and phone numbers.

Step 4: Click on the pencil icon underneath the information you would like to update, or the trash can icon to delete it.



\*\* if you need to update your campus office address or phone number, please email [hريس@rider.edu](mailto:hريس@rider.edu).