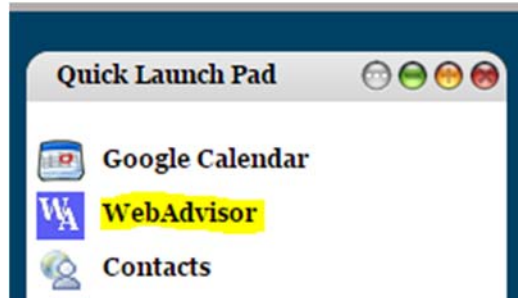


Employee Address Change Process via WebAdvisor

1. Login to mySCC and click on the WebAdvisor link in the Quick Launch Pad on the left.



2. Select the Employees Tab to the right on the WebAdvisor home page.



3. Then select the Address Change link under the User Account section



4. On the Address Change page you can change your mailing address, phone number and email address.

Address Change

Address Information For
Tweety Bird

Street Address/Apartment
123 Putty Tat Lane

City Sylva State NC - North Carolina zip 28779

County 050 Jackson

Country

Phone Number	Ext	Type
828-555-9876		CELL Cell phone

E-Mail Address

Effective Start 04/20/15 Effective End

SUBMIT

5. Once these changes have been submitted a report will be generated early each morning listing the address changes from the previous day. This report will be sent to the Coordinator of Human Resources for review and the changes will be moved over to the preferred address status in Colleague.

