

UPDATING PERSONAL & WORK ADDRESSES IN ONEUF

This instruction guide outlines how to properly format your personal and business addresses in OneUF. Properly updating and formatting your addresses is vital to ensuring you receive important documents such as tax documents, open enrollment information, communications from the Florida Retirement System, and communications from benefit providers.

NAVIGATION

Use the following navigation to navigate to OneUF:

1. Navigate to one.uf.edu
2. Locate the **Profile Information** card
3. Click **Verify Contact Info**

PERSONAL ADDRESSES

- Click **Edit** next to the Personal Address requiring an update
- **Edit** accordingly
- Click the **Submit** button

HELPFUL TIP

- Enter the entire address, including apartment numbers, on Address Line 1

Personal Addresses		
Street Address ⓘ	1234 NW 18TH DR, APT 567 GAINESVILLE, FL 32606 ALACHUA US	EDIT
Mailing Address ⓘ	1234 NW 18TH DR, APT 567 GAINESVILLE, FL 32606 ALACHUA US	EDIT
Legal Address ⓘ	1234 NW 18TH DR, APT 567 GAINESVILLE, FL 32606 ALACHUA US	EDIT

Street Address

* indicates required field

Country*
United States

Street Address*
1234 NW 18TH DR, APT 567 24 / 55

Address Line 2 0 / 55

Address Line 3 0 / 55

City* State* Zip*
GAINESVILLE FL 32606 5 / 5

County
ALACHUA 7 / 50

CANCEL **SUBMIT**

WORK ADDRESSES

- Click **Edit** next to the Work Address requiring an update
- **Edit** accordingly
- Click the **Submit** button

HELPFUL TIP

- Work Street Addresses list the physical address of your workplace
- Work Street Addresses should **not** list a PO Box
- Address Line 2 may be used for your **campus building** name and your **office number**
- The street address for campus buildings may be found on the interactive [campus map](#)

Work Addresses	Business Street Address ⓘ	1765 STADIUM RD HUB RM 251 GAINESVILLE, FL 32611 ALACHUA US	EDIT
	Business Mailing Address ⓘ	PO Box 118461 GAINESVILLE, FL 32611 ALACHUA US	EDIT

Business Street Address

* Indicates required field

Country*
United States

Street Address*
1765 STADIUM RD 15 / 55

Address Line 2
HUB RM 251 10 / 55

Address Line 3 0 / 55

City* State* Zip*
GAINESVILLE FL 32611 5 / 5
11 / 50

County
ALACHUA 7 / 50

CANCEL **SUBMIT**

FOR ADDITIONAL ASSISTANCE

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu