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

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

FOR ADDITIONAL ASSISTANCE

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