

## Personal Address Update

Employees should verify and update their home address, if necessary, via the “**Employee Self Service**” tab in the Employee Portal.

To update the information, please complete the following steps:

- Go to the Dadeschools homepage and click on the “**Employee**” tab, or go to <http://www.dadeschools.net/employees/employees.htm>
- Click the “**Login to Portal**” button in the middle of the page and log in with your username (employee number) and password
- Click on the “**SAP**” tab in the middle of the page
- From the SAP tab, click on the “**Employee Self Service**” to access the “**Personal Information**” page
- Click on “**Personal Profile**”
- Verify the information, and if changes are needed, click “**Edit**”
- Read the certification statement at the bottom of the page; click “**Save**” to complete the update