How To:
Update Your Address in GEMS Self Service

Go to www.usf.edu and click on MyUSF

Sign in with your NETID

Click on Business Systems > GEMS **. You will be directed to the Employee Self Service Portal where you will need to click on the Personal Details tile, then Addresses on the left-hand menu once you click the tile.

**If GEMS does not appear, please call IT Helpdesk at (813) 974-4357, or email Help@usf.edu.

In the addresses menu, you have an option to update your Home Address and Mailing Address.

For USF purposes, please enter your local Florida address in the Home Address field.
Tax forms and other university mailings are sent to your **Mailing Address**. If you want these to be mailed to your local address, enter your local Florida address in the Mailing Address field as well. However, if you are keeping an out-of-state address and would prefer these tax forms and other mailings to be sent to the out-of-state address, enter your out-of-state address in the Mailing Address field.

If you have questions or need help with the Address portion of your GEMS Self Service portal, please contact Payroll Services, [UCO_Payroll_Certs@USF.edu](mailto:UCO_Payroll_Certs@USF.edu) or email ptaylor@usf.edu.