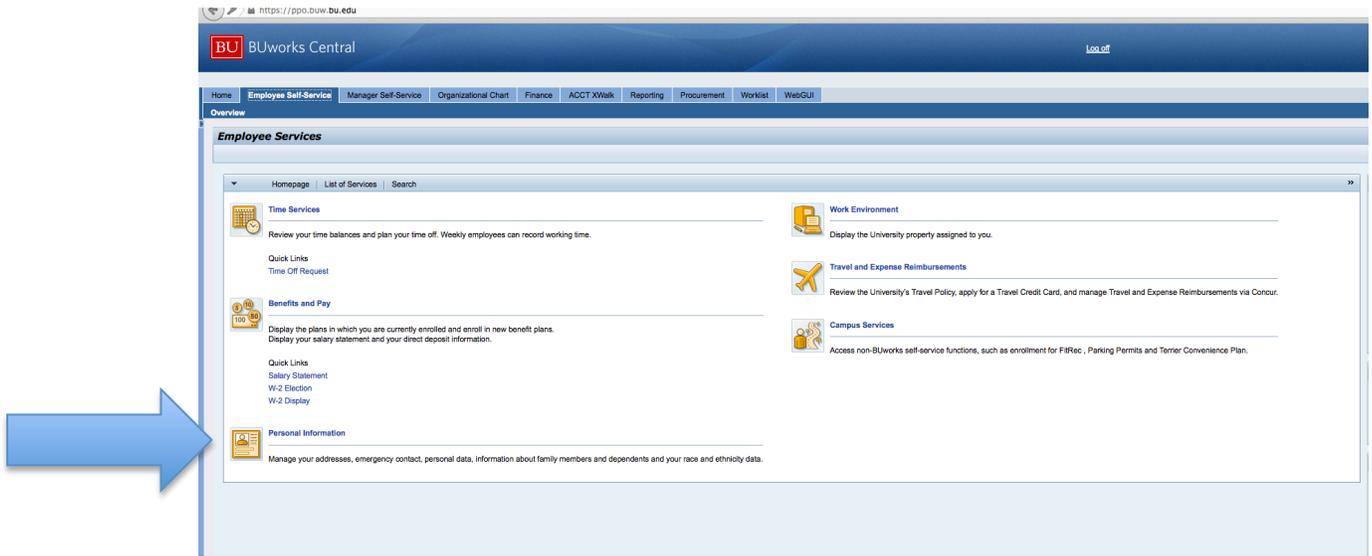
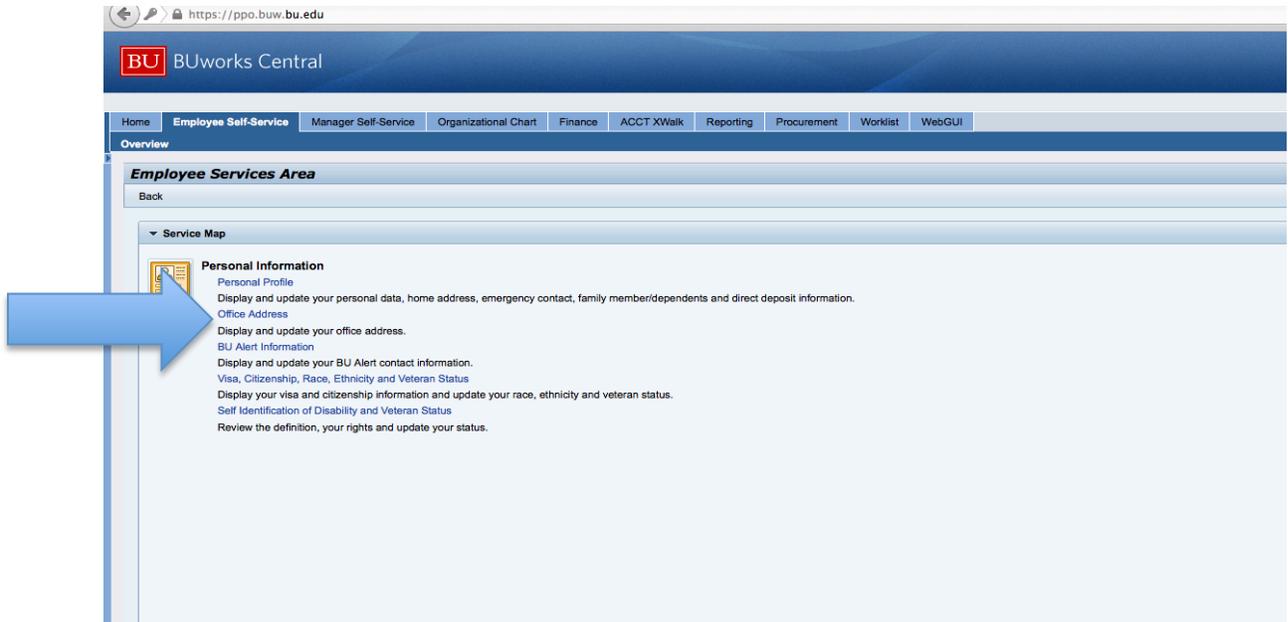


How to update your office address/phone number for the BU Directory

1. Go to the Employee Self Service (ESS) Tab in BUWorks and click on the “Personal Information” link.



2. Click on the “Office Address” link.



3. Click on the “Edit/Create” button.

The screenshot shows a multi-step process with four steps: 1. Overview, 2. Edit, 3. Review and Save, and 4. Confirmation. Step 2 is currently active. The form contains two sections: 'Primary Office Address' and 'Additional Office Address'. The 'Primary Office Address' section has fields for Building (595 Commonwealth Ave - Questrom School of Business), Street (595 Commonwealth Ave), City/State/ZipCode (Boston MA 02215), Country (US), Office Room # (504A), and Office Phone # (6173535250). The 'Additional Office Address' section has fields for Building, Street, City/State/ZipCode, Country, Office Room #, and Office Phone #. At the bottom, there are three buttons: 'Back', 'Edit/Create', and 'Exit'. A large blue arrow points to the 'Edit/Create' button.

4. Make the necessary changes under “Primary Office Address” and click “Review” when completed.

This screenshot is identical to the previous one, but the 'Review' button is now highlighted with a blue arrow. The 'Edit/Create' button is no longer highlighted. The form content and steps remain the same.

- Review the changes and if everything is correct click “Save”. If more changes need to be made, click “Back” to return to the edit screen.

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Primary Office Address
Building: 595 Commonwealth Ave - Questrom School of Business
Street: 595 Commonwealth Ave
City/State/ZipCode: Boston MA 02215
Country: US
Office Room #: 504A
Office Phone #: 6173333250

Additional Office Address
Building:
Street:
City/State/ZipCode:
Country:
Office Room #:
Office Phone #:

Back Save Exit

- Once you click “Save” you should receive a confirmation message saying your changes have been saved. You can now click “Exit”.

1 Overview 2 Edit 3 Review and Save 4 Confirmation

The changes you made to your office address were saved!

Primary Office Address
Building: 595 Commonwealth Ave - Questrom School of Business
Street: 595 Commonwealth Ave
City/State/ZipCode: Boston MA 02215
Country: US
Office Room #: 504A
Office Phone #: 6173333250

Additional Office Address
Building:
Street:
City/State/ZipCode:
Country:
Office Room #:
Office Phone #:

EXIT