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.

6) <i>#</i> /#F	ttps://ppo.buw. bu.edu			
Ξ	BU BL	works Central		kast	
но	ome Emp verview	over Kell Service Manager Self-Service Organizational Chart Finance ACCT XVelk Reporting Procurement Worklat	WebGUI		_
	Employe	e Services			
	•	Homepage List of Services Search			»
		Time Services	P	Work Environment	
	•	Review your time balances and plan your time off. Weekly employees can record working time.	1	Display the University property assigned to you.	
		Quick Links Time Off Request		Travel and Expense Reimbursements	
	~	Renofits and Pay	\mathbf{N}	Review the University's Travel Policy, apply for a Travel Credit Card, and manage Travel and Expense Reimbursements via Concur.	
	100 50	Display the plans in which you are currently enrolled and enroll in new benefit plans.	0	Campus Services	
		Display your salary statement and your direct deposit information.	9_0	Access non-BUworks self-service functions, such as enrollment for FitRec , Parking Permits and Terrier Convenience Plan.	
		Quick Links Salary Statement			
		W-2 Election W-2 Display			
		Personal Information			
		Manage your addresses, emergency contact, personal data, information about family members and dependents and your race and ethnicity data.			
~					

2. Click on the "Office Address" link.

(\)	https://ppo.buw.bu	.edu									
BU	BUworks Cent	ral									
Home	Employee Self-Service	Manager Self-Service	Organizational Chart	Finance	ACCT XWalk	Reporting	Procurement	Worklist	WebGUI		
Overvie											
Emp	oloyee Services Are	ea									
Bac	k										
-	Service Map										
	Personal Profile Deplay and upda Office Address Display and upda Display and upda Display and upda Visa, Citizenship, Display your visa Seff Identification Review the definit	te your personal data, hon te your office address. ion Race, Ethnicity and Veter and ottizenship information of Disability and Veteran 5 tion, your rights and updat	e address, emergency cor formation, an Status a and update your race, eth tatus a your status.	ntact, family :	member/depender	Its and direct	deposit informatio	ın.			

3. Click on the "Edit/Create" button.

	1 2 3 4 - Overview Edt Review and Save Continuation
Brim	
Buildin Street: City/St Count	dirg: * (565 Commonwealth Ave - Questrom School of Business dirg: 565 Commonwealth Ave (Sate/Z)pCode: Beston INA 02215 mty: US
Office	ce Room #: 504A ee Phone #: * 6173535250
Addit Buildin Street: City/St Count	ditional Office Address ding: tet tet State27code: trip; tet
Office	ce Room #:
Bad	ach ESECredo 2 Ext

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

2 2 Cvenview Edit Review and Save Confirmation
Primary Office Address
Building* 595 Commonwealth Are - Quantom School of Business Image: School of Business Stretc: 456 Commonwealth Are Image: School of Business Image: School of Business CayShard SpCode: Bodd School of Business Image: School of Business Image: School of Business CayShard SpCode: Bodd School of Business Image: School of Busines Image: School of Business
Office Room R 504
Additional Office Address
Building: Street CayStatu SpCode Country:
Office Room #
Text. (Rever #) Ext

5. 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		
Primary Office Add	iress	
Building: * [Street: 5 City/State/ZipCode: E Country: U	595 Commonwealth Ave - Questrom School of Business 595 Commonwealth Ave 30eton MA 02215 JS	
Office Room #: Office Phone #: *	504A 6173535250	
A 400		
Building: [Street: City/State/ZipCode: Country:		
Office Room #: (Office Phone #: (
ack Save F	Ext	

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

♦ 1 2 3 4 4	
Overview Edit Review and Save Confirmation	
The changes you made to your office address were several	
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	
Additional Office Address	
Building:	
Street	
City/State/ZipCode:	
Offine Room #:	
Oft Those #:	
Exit	