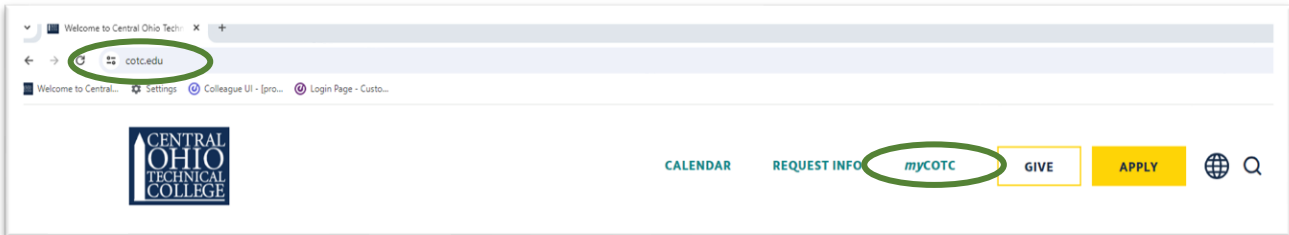


Instructions to change home address using Self Service

These instructions are designed to assist employees of Central Ohio Technical College when they need to inform the college of a change in their home address.

To begin:

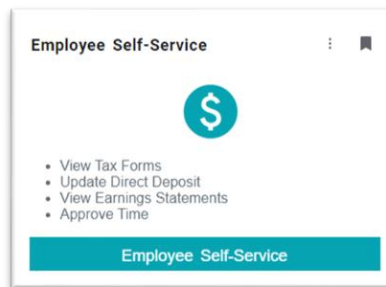
Access MyCOTC via the college's website:
Using a web browser, input cotc.edu, then select MyCOTC at the top of the screen.



Your username, # and password are required to log-in.

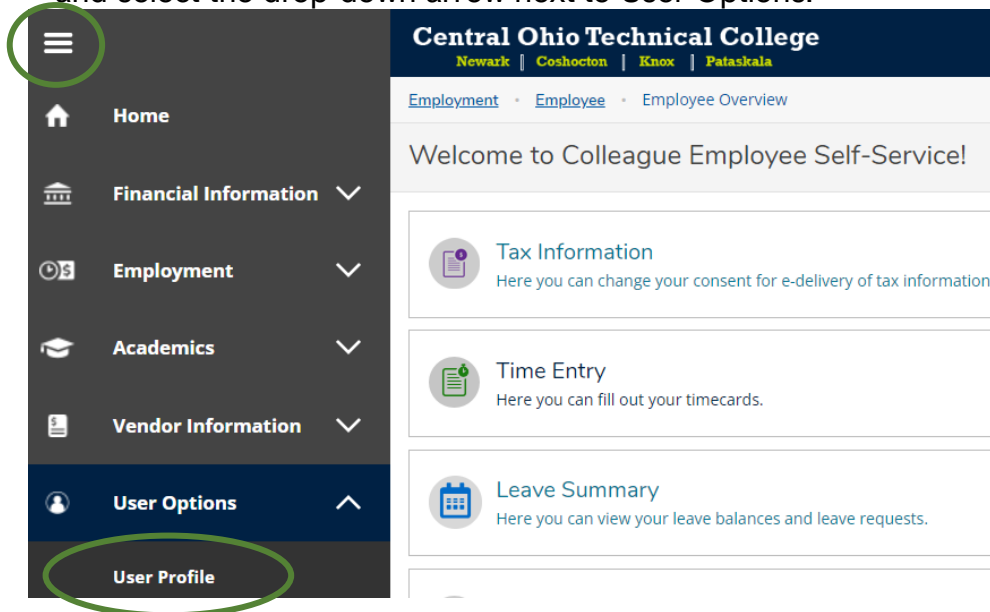
Step 1

Access Colleague Employee Self Service by clicking the card:



Step 2

Now click on the hamburger  in the upper left corner and select the drop-down arrow next to User Options.



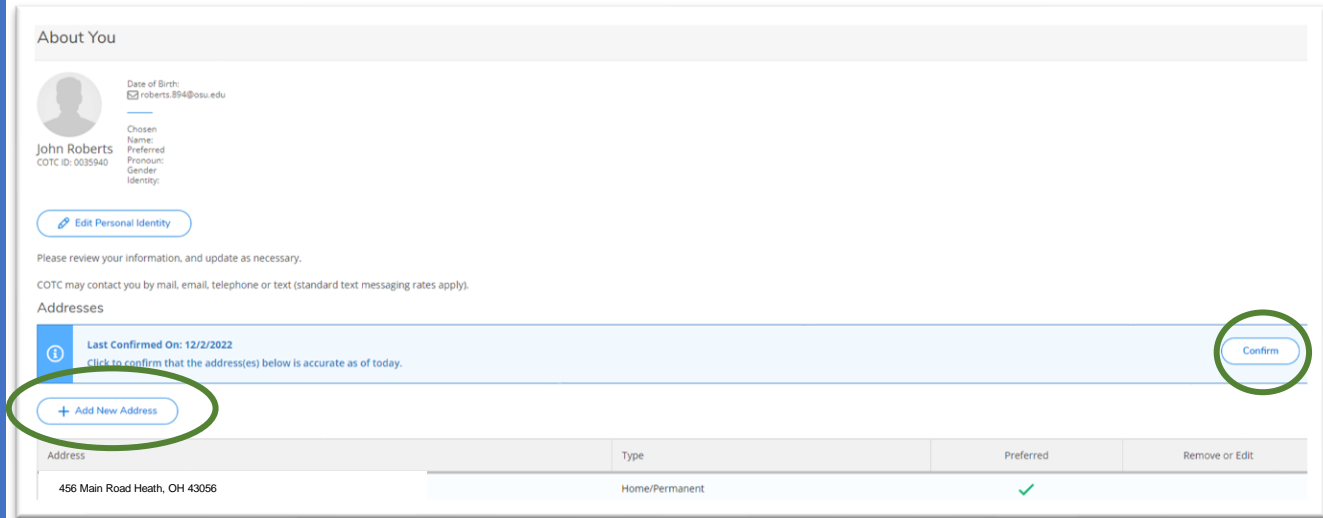
Step 3

From the drop-down box, click on User Profile

Instructions to change home address using Self Service

Step 4

Once inside your User Profile, either Confirm your current home address, or click on **+ Add New Address** to change what the college has on file.



About You

Date of Birth: [redacted]
[redacted]@osu.edu

Chosen Name: John Roberts
COTC ID: 0035940

Preferred Pronoun: [redacted]
Gender: [redacted]
Identity: [redacted]

[Edit Personal Identity](#)

Please review your information, and update as necessary.

COTC may contact you by mail, email, telephone or text (standard text messaging rates apply).

Addresses

Last Confirmed On: 12/2/2022
Click to confirm that the address(es) below is accurate as of today. [Confirm](#)

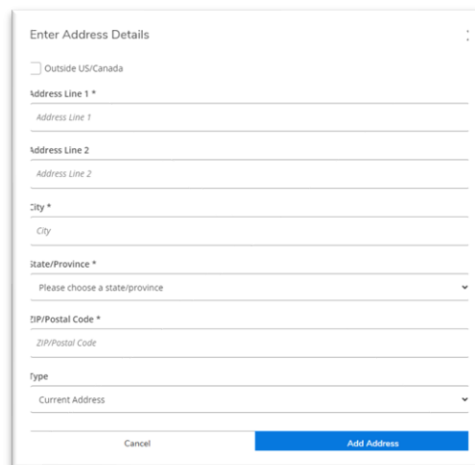
[+ Add New Address](#)

Address	Type	Preferred	Remove or Edit
456 Main Road Heath, OH 43056	Home/Permanent	✓	

Step 5

If you choose to add a new address, a pop-up will appear.

Simply complete all fields, and then click **Add Address** in the lower right of the pop-up box.



Enter Address Details

Outside US/Canada

Address Line 1 *

Address Line 2

City *

State/Province *

ZIP/Postal Code *

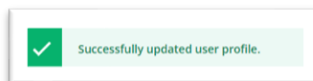
Type

Current Address

Cancel [Add Address](#)

DONE !

You will see a green box appear in the upper right corner like this one.



A confirmation email will arrive in your campus email account.
It may take a week for systems to be updated, thank you for your patience.

Payroll will review your new address to determine if
local school district income tax withholdings will need to be updated.

Please contact Payroll if you have any questions: COTC-Payroll@mail.cotc.edu