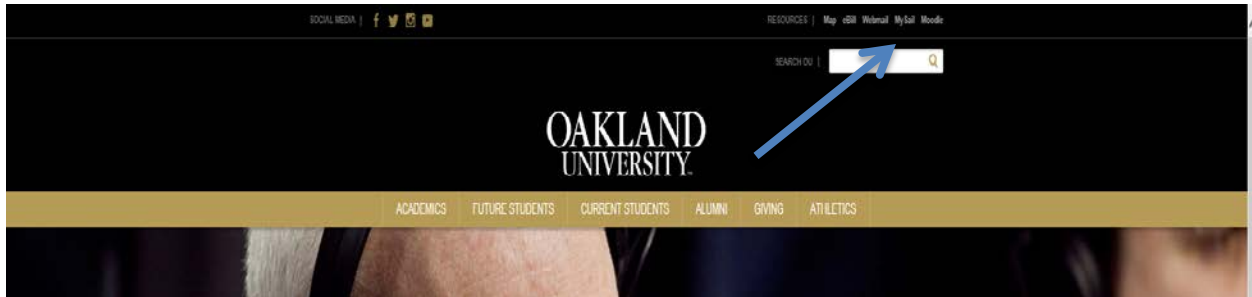
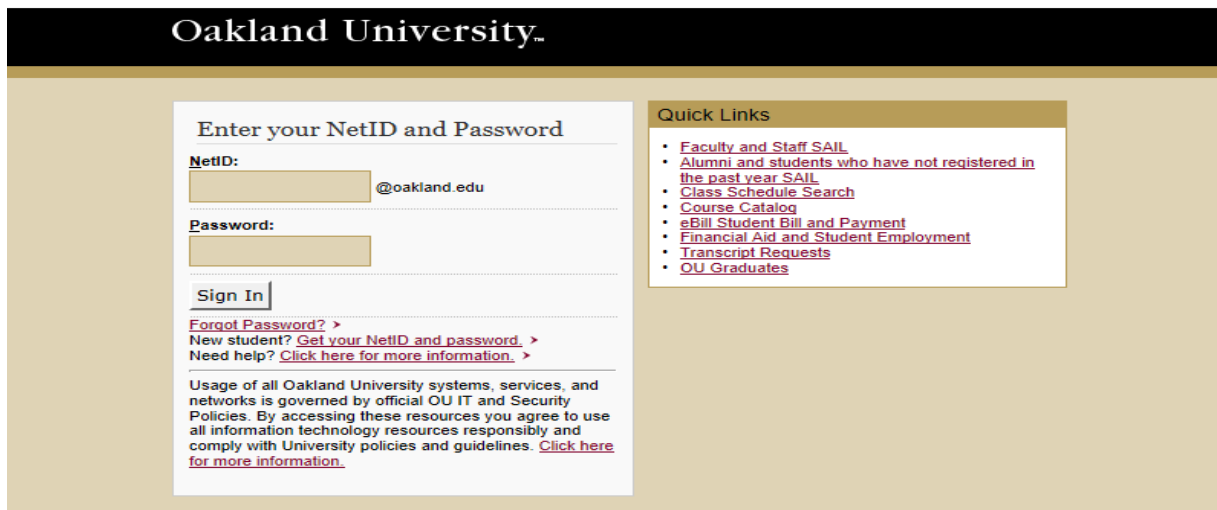


# UPDATING YOUR ADDRESS

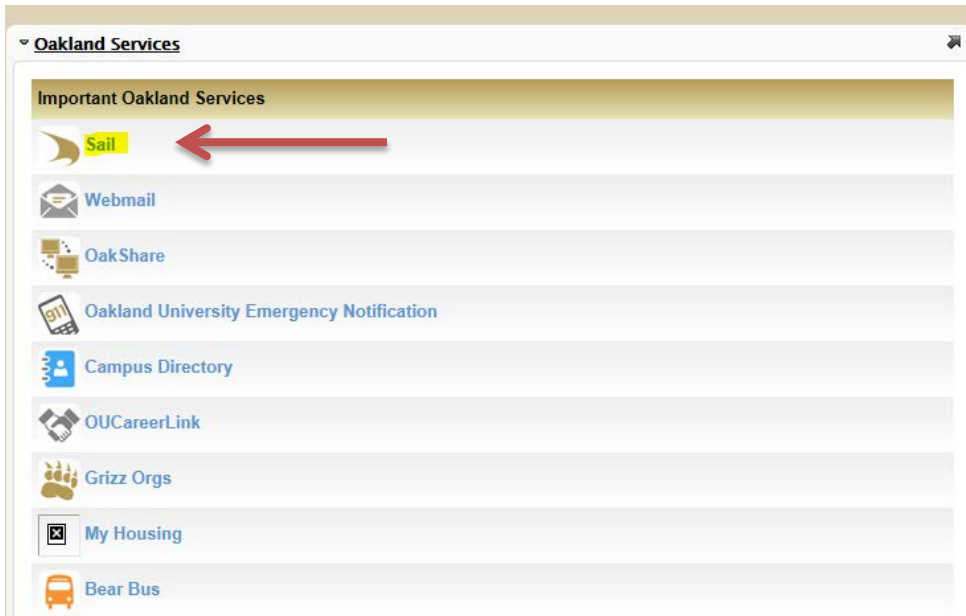
- Go on Oakland University's home page
- Look for MySAIL in the top right corner



- Sign into the SAIL domain using your OU email address and password.
- If you have forgotten this information, you can go to [sail.oakland.edu](http://sail.oakland.edu) and log in using Grizzly ID number, and SAIL pin.



- After logging into SAIL, click on the SAIL button on the table to the right under where it says **IMPORTANT OAKLAND SERVICES**



- Next, click on the tab **PERSONAL INFORMATION** , then **VIEW/UPDATE ADDRESS(ES) AND PHONE(S)**

Change PIN	Change Security Question	View/Update Address(es) and Phone(s)	View E-mail Address(es)
Update E-mail Address(es)	View / Update Direct Deposit - Non-Payroll	View / Update Direct Deposit - Payroll	Directory Profile
Update Marital Status	Name Change Information	Social Security Number Change Information	Answer a Survey
View Race and Ethnicity	Update Race and Ethnicity		

- From this point, it gives you the type of address you can insert. **Campus Office> Human Resources> Local> Office> Additional> Primary**

**Type of Address to Insert:**

- Insert the new address

**Campus Office**

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

**Primary Phone Number For This Address:**

<b>Area Code</b>	<b>Phone Number</b>	<b>Extension</b>		<b>International Access Code and Phone Number</b>	<b>Unlisted</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Address Line 1, City, State/Province, and ZIP/Postal Code are all required fields
- If you are entering a foreign address, Address Line 1, City, and Nation are required
- Unlisted phone numbers will not be published
- Click submit when finished