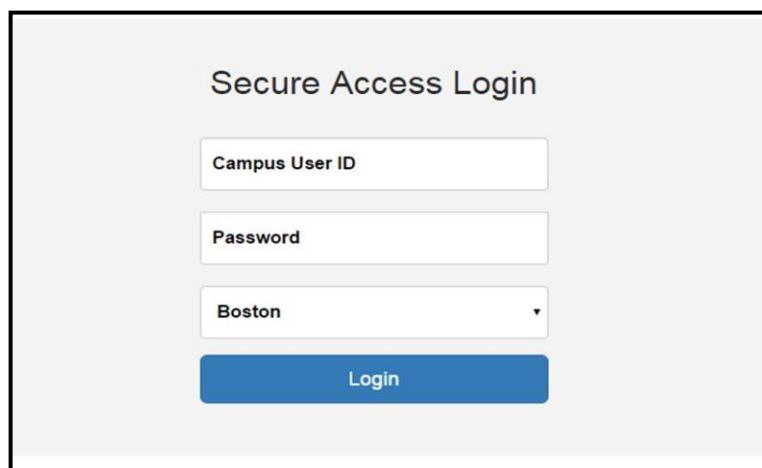


HR Direct Self Service

Login to HR Direct



Step	Action
1.	Go to www.umb.edu/hr
2.	Click “ Log in to HR Direct”



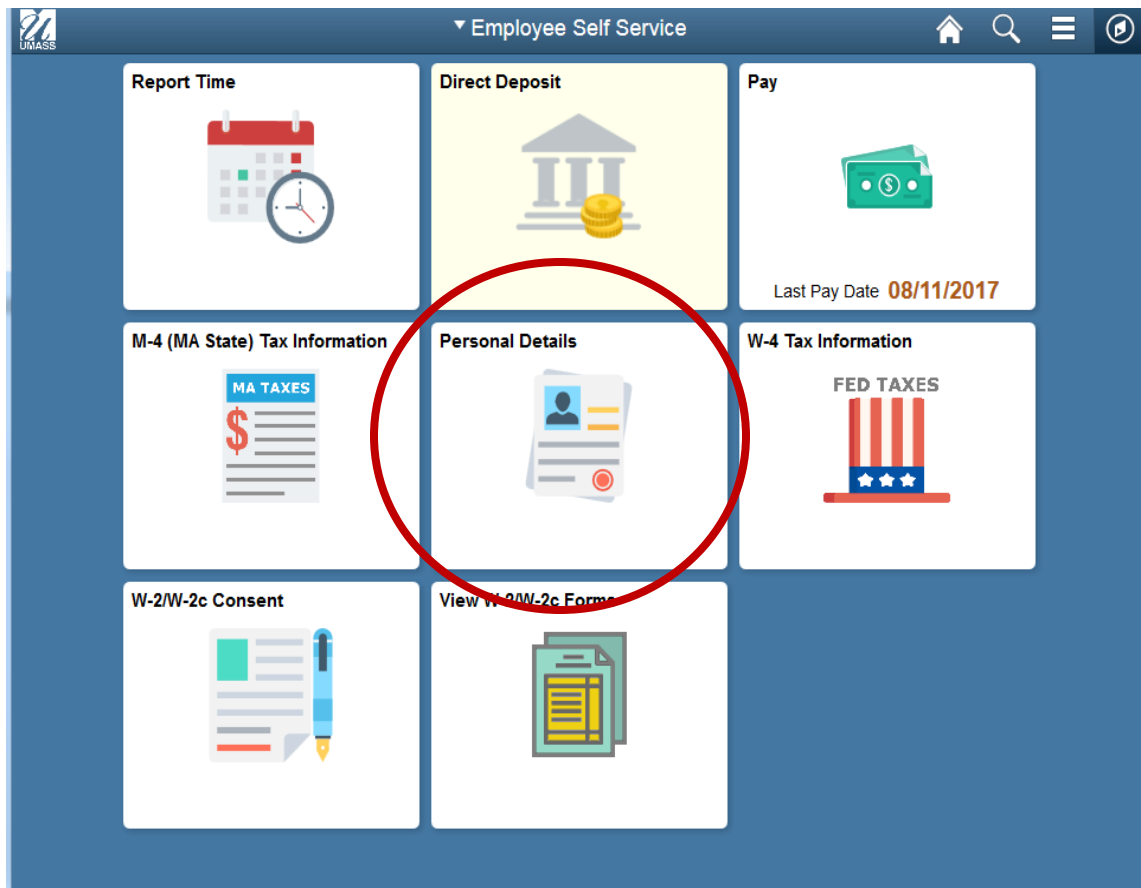
Step	Action
3.	Enter your username (first name.lastname)
4.	Enter your password (password is you email password) Note: if your email password is changed your HR Direct login password will change.
5.	Click on the arrow and choose the campus (Boston)
6.	Click login
Note:	Please Note if you are using a public computer please always remember to sign out of the HR Direct system and do not save any passwords

Congratulations you have successfully logged into HR Direct

Personal Information

Upon completion of this topic, you will be able to review personal information, review and update your home and mailing address, add or update phone numbers, or specify your primary phone number, change your emergency contact and view additional information.

Click on the tile **Personal Details**



Click on “Addresses” on the left menu.

Employee Self Service Personal Details

Your Name & Position title will default here

Addresses

Contact Details

Ethnic Groups

Emergency Contacts

Additional Information

Addresses

If you need to add or update an address where the country is not "USA", contact your campus HR/Payroll office.

Home Address

Your home address will default here Current

Mailing Address

Your mailling address will default here Current

If you would like to change your Home Address and/or Mailing Address click on the arrow.

Personal Details

Cancel Address Save

QuickAddress

Change As Of 09/21/2017

Address Type Home

Country United States

Address 1

Address 2

City

State

Postal

County

Override

1. To Edit and address click “QuickAddress”
2. Enter the address into the appropriate fields.

Enter Address

QuickAddress Address Selection

Address Line 1

Address Line 2

City

State

Zip Code

Address

2.	Enter the address into the appropriate fields.
3.	Click Search
4.	Information will auto populate click Save

Congratulations you have successfully Added/Edited your Home and Mailing Address