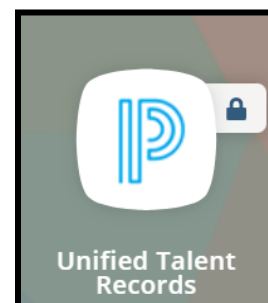
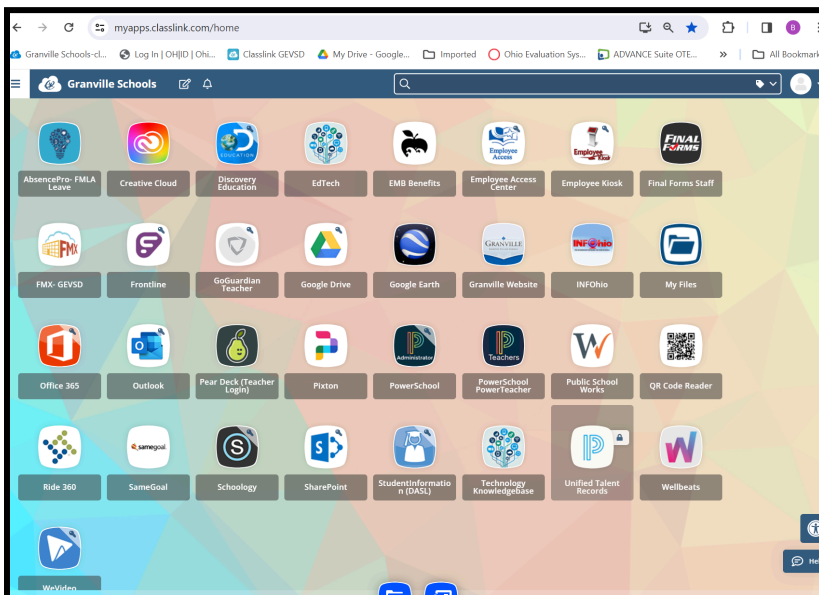


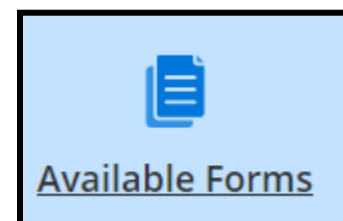
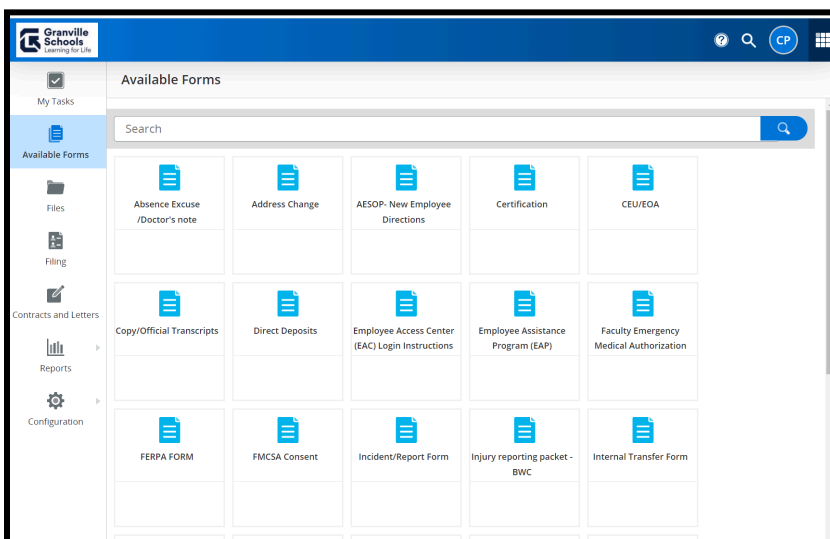
# HOW DO I ????

## Change my address

**Step 1 - Login to Classlink and look for the Unified Talent Records icon**



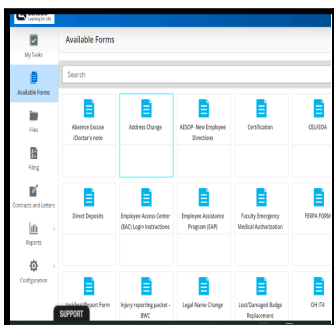
**Step 2 - Select "Available Forms" from the left hand side of the window. The default window is "My Tasks" and you will need to select "Available Forms"**



1 Change my address

# HOW DO I ????

## Step 3 - Select address change



## Step 4 - Fill out all details on the form and click save final

Address Change

Please fill out the below information. This will be sent to Payroll, HR, and Tech support.

New Address: required

Please enter your new address:

Previous Address: required

Previous Address: (address we should currently have on file for you)

What is your position with the district? required

Please check one:

**This form will be sent to the departments in the district that need your new address.**