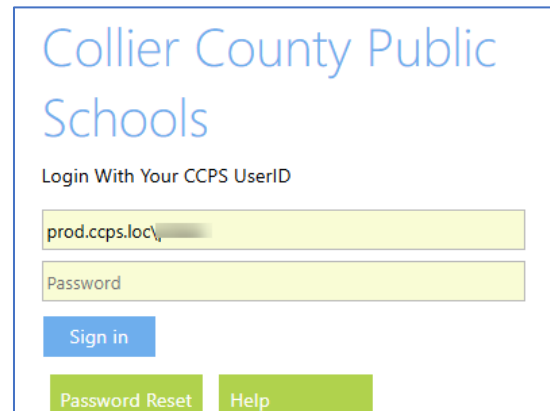
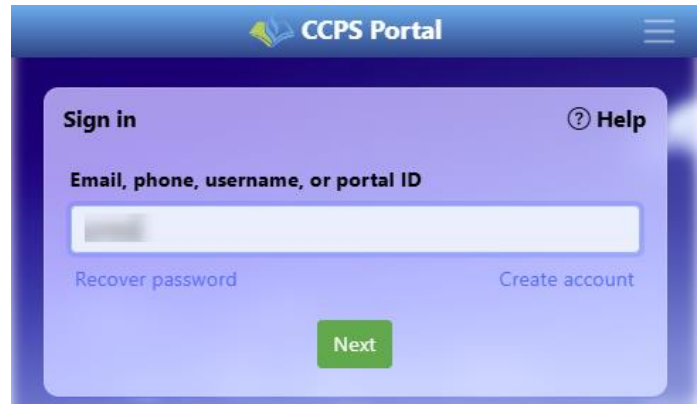


Submitting an Employee Address Change Request

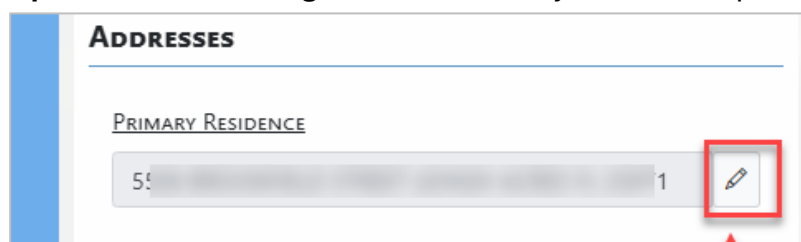
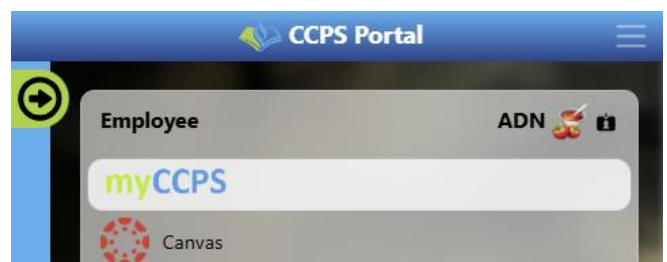
Accessing the CCPS Portal

1. **Open your CHROME browser**
 - *Chrome is the preferred browser.*
2. **Go to the Portal**
 - Visit: <https://portal.collierschools.com>
OR
 - Go to: collierschools.com > **Staff** tab > **CCPS Portal** (left sidebar)
3. **Enter Your Login Information**
 - Enter your **network username**
 - Click **Next**
4. **Sign In**
 - Select: **Sign in as Employee** (*your username will appear*)
 - Enter your **CCPS network username and password**



How to Update Your Address in myCCPS

1. Click **myCCPS** in the **Employee** Links section.
2. The **Employee Profile** screen will open.
3. **Scroll to the Addresses Section**
 - Find the **Addresses** section at the bottom.
 - Your **Primary Address** and **Mailing Address** will be displayed.
4. **Edit the Address**
 - Click the **pencil icon** to the right of the address you want to update.



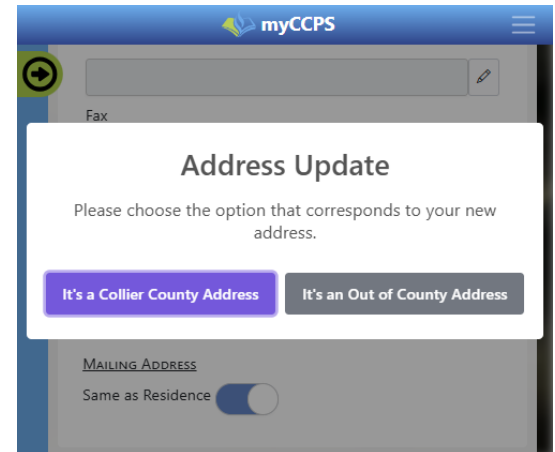
Submitting an Employee Address Change Request

5. Choose Address Type

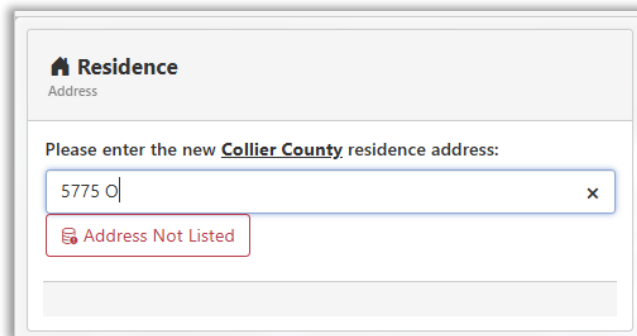
- Select whether this is a **Collier County Address** or an **Out of County Address**.

6. Enter the Address

- **Out of County Address:**
 - Manually enter your full address.
- **Collier County Address:**
 - Begin typing your address.
 - Choose from the suggested list that appears.
 - If your address is not listed, click **Address Not Listed** button on the right and enter it manually.



The screenshot shows the 'myCCPS' web portal with an 'Address Update' modal. It prompts the user to choose between 'It's a Collier County Address' (highlighted in purple) and 'It's an Out of County Address'. Below this, there is a 'MAILING ADDRESS' section with a toggle switch set to 'Same as Residence'.



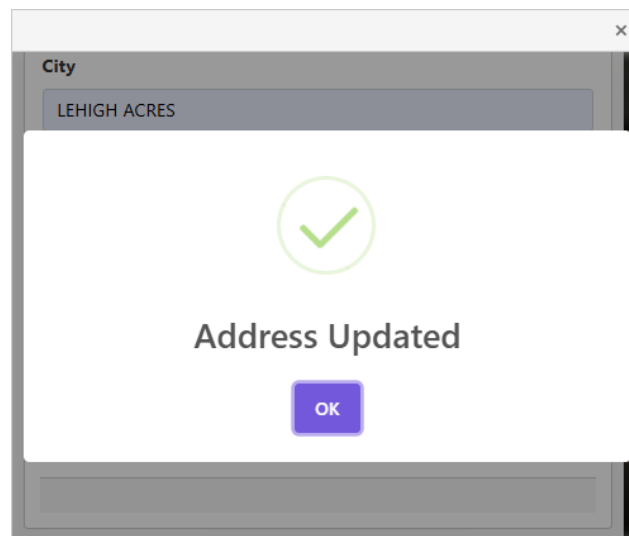
The screenshot shows a 'Residence Address' input form. It asks the user to 'Please enter the new Collier County residence address:'. A text box contains '5775 O'. Below the text box is a red button labeled 'Address Not Listed'.

7. Save as Your Residence

- Click the **Set this as Residence** button to confirm and save the address.

 Set this as Residence Address

- 8. Select **Yes, submit this Request** and allow some time for the request to be processed to update your address.



The screenshot shows a confirmation dialog box with a green checkmark icon and the text 'Address Updated'. Below the text is a purple button labeled 'OK'. The background shows a 'City' dropdown menu with 'LEHIGH ACRES' selected.