

To add a new address field to your GET account, you need to go to the Address link under “Campus Personal Information”.

The screenshot displays two overlapping browser windows. The top window is titled "GET Help - Microsoft Internet Explorer provided by ITS" and shows the URL <http://www.calstatela.edu/library/guides/gethelp.htm>. The page content includes the "University Library" logo for California State University, Los Angeles, and navigation links such as "Doing Research", "About Us", "Services", "Help", "Find Books...", "Find Articles...", "Search this Site", and "FAQs". Below this is the heading "The LIBRARY'S GUIDE to" with a PDF icon.

The bottom window is titled "Base Navigation Page - Microsoft Internet Explorer provided by ITS" and shows the URL https://cmsweb.calstatela.edu/psp/HLAPRD/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.I. The page features the "Cal State L.A." logo and a "Main Menu" section. The "Main Menu" includes a "Self Service" section with the following items:

- Student Center**: Use the student center to manage school related activities.
- Time Reporting**: Report and review your time, schedules, request absences and more.
 - Report Time
 - View Time
- Campus Personal Information**: Maintain your personal information and review holds and to dos pending to your record.
 - Addresses
 - Phone Numbers
 - Email Addresses
 - 6 More...
- Academic Records**: View grades and advisors and request transcripts and verification reports.
 - View My Grades
 - View Unofficial Transcript

The browser's taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsoft Out...", "GET Help - Microsoft I...", "Base Navigation Page...", and "Untitled - Message (H...".

You will then click on the button to “Add a New Address”.

The screenshot shows a Microsoft Internet Explorer browser window displaying the University Library website. The main page is titled "The LIBRARY'S GUIDE to" and includes a navigation menu with links like "Doing Research", "About Us", "Services", "Help", "Find Books...", "Find Articles...", "Search this Site", and "FAQs". A PDF icon is visible in the top right corner.

An embedded window titled "Addresses - Microsoft Internet Explorer provided by ITS" is open, showing a user interface for managing addresses. The window title bar includes the URL: <https://cmsweb.calstatela.edu/psp/HLAPRD/EMPLOYEE/>. The interface features a "Cal State L.A." header with "Home" and "Sign out" links. A "Menu" on the left lists various services, with "Addresses" selected. The main content area displays the text "View, add, change or delete an address." and a table of existing addresses:

Address Type	Address	
Home	14042 Ohio St. Baldwin Park, CA 91706	ed
Mail	14042 Ohio St. Baldwin Park, CA 91706	ed

Below the table is a green button labeled "ADD A NEW ADDRESS".

Below the embedded window, the main page content includes instructions for password creation: "Capital **W** followed by the last 7 digits of your CIN number, for example: **W3456789**". A bullet point indicates the password format: "Password: **GET**____", where the underline represents the last 7 digits of the CIN number. Below this, it states: "Capital **GET** followed by your 4 digit registration PIN".

To the right of the text is a "Golden Eagle CARD" graphic with the text "NO PHOTO AVAILABLE". Below the graphic, it reads "CSLA Student" and "CIN: 123456789".

A list of instructions follows:

- If you have unsuccessfully attempted to log in three or more times, you will be locked out. To regain access, you must call the **GET help line at (323) 343-7438**.

A section titled "FINDING YOUR ENROLLMENT DATE" includes the following instructions:

- After you log into GET, select Self Service, then click on Student Center.
- On the right, under *Enrollment Dates*, click on details to find your enrollment period.

The Windows taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsoft Out...", "GET Help - Microsoft I...", "Addresses - Microsoft...", and "Untitled - Message (H...".

Enter the U.S. address where you are currently living.

Addresses - Microsoft Internet Explorer provided by ITS

https://cmsweb.calstatela.edu/psp/HLAPRD/EMPLOYEE/HRMS/c/CC_PORTFOLIO.SS_CC_ADDRESSES.GBL?PORTALPARAM_PTCNAV=HC_SS_CC_ADDRESSES_GBL&EOPP.S

File Edit View Favorites Tools Help

Addresses

Cal State L.A. Home

Menu

- Self Service
 - Time Reporting
- Campus Personal Information
 - Addresses**
 - Phone Numbers
 - Email Addresses
 - Internet Addresses
 - Emergency Contacts
 - Demographic Information
 - User Preferences
 - Holds
 - To Do List
- Academic Records
 - Student Center
 - Your Comments

Edit Address

Country: United States [Change Country](#)

Address 1: 14042 Ohio St.

Address 2:

Address 3:

City: Baldwin Park State: CA California Postal: 91706

County:

OK Cancel

start

Inbox - Microsoft Out... GET Help - Microsoft I... Addresses - Microsoft... Untitled - Message (H...

Click "OK" and a drop down menu will appear. Select "SEVIS D" for Domestic Address.

The screenshot displays the 'Addresses' page in the Cal State L.A. HRMS system. The page title is 'Addresses' and the sub-header is 'Add a new address'. The main content area shows the address '14042 Ohio St. Baldwin Park, CA 91706' with an 'Edit Address' link. Below this, there is a field for 'Date new address will take effect' set to '05/03/2010' with a calendar icon and an example '(example: 12/31/2000)'. A green 'SAVE' button is present. To the right, the 'Address Types' section lists various options, with 'SEVIS D' selected. The left-hand menu includes 'Self Service', 'Campus Personal Information', and 'Academic Records'.

Select "Save". You are now done with adding the SEVIS Domestic Address.

For those of you changing the **Home Address** from the U.S. address to a foreign address, remember to change the country on top of the address screen.

The screenshot shows a web browser window titled "Addresses - Microsoft Internet Explorer provided by ITS". The address bar contains the URL: https://cmsweb.calstatela.edu/psp/HLAPRD/EMPLOYEE/HRMS/c/CC_PORTFOLIO.SS_CC_ADDRESSES.GBL?FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SER. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the "Cal State L.A." logo and a "Home" link. A left-hand navigation menu is expanded to show "Addresses" under the "Campus Personal Information" section. The main content area is titled "Edit Address" and contains the following form fields:

- Country:** A dropdown menu currently set to "United States" with a "Change Country" link to its right.
- Address 1:** A text input field containing "14042 Ohio St."
- Address 2:** An empty text input field.
- Address 3:** An empty text input field.
- City:** A text input field containing "Baldwin Park".
- State:** A dropdown menu set to "CA" with a search icon and the text "California" to its right.
- Postal:** A text input field containing "91706".
- County:** An empty text input field.

At the bottom of the form are two buttons: "OK" and "Cancel". The Windows taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsoft Out...", "GET Help - Microsoft I...", "Addresses - Microsoft...", and "Untitled - Message (H...".