

How to update mailstop 2.11.2021

1. Click on Campus Address in Blue Sky

The screenshot shows the Blue Sky portal for DePaul University. The interface includes a navigation bar with tabs for 'Me', 'My Team', 'My Client Groups', 'Procurement', 'Tools', and 'Others'. Below this, there are sections for 'QUICK ACTIONS' and 'APPS'. The 'APPS' section contains a grid of application tiles. The 'Campus Address' tile is highlighted with a red circle, and a tooltip message reads: "Campus Address will re-direct you out of BlueSky and into campus solutions".

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Staff Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert
Lincoln Financial Group	HealthEquity-WageWorks-Transit/FSA	Fidelity NetBenefits 403b	WellRight - for Benefit Eligible Employees	

Things to Finish

- 53 minutes ago
- 54 minutes ago
- 54 minutes ago
- 10 hours ago

2. The employee update form will open, see below.

← → ↻ campusconnect.depaul.edu/psp/CSPRD92/EMPLOYEE/SA/c/DU_SS_MENU.DU_CAMP_ADDR.GBL

Employee Campus Address

Susan Arenz

&Addresses

For detailed instructions please click the [Campus Address Definition](#) link

[Campus Address Definition](#)

*Campus:

*Building:

*Floor:

*Office:
Enter your suite number if you are unsure about your office number

Additional

Location

Information:

*Mail Stop

Location: List All Mail Stops and Search

* Required Field

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3. Click the drop down at the end of each box to make your selection.

campusconnect.depaul.edu/psp/CSPRD92/EMPLOYEE/SA/c/DU_SS_MENU.DU_CAMP_ADDR.GBL

Employ

Susan Arenz

&Addresses

For detailed instructions please click the Campus Address Definition link
[Campus Address Definition](#)

*Campus: Loop Campus

*Building: DePaul Center

*Floor: 55 E Jackson

*Office: Lewis Center

Additional Location

Information:

*Mail Stop: Print and Mailing Services

Location: List All Mail Stops and Search

SAVE

* Required Field

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4. Repeat these steps for Campus, Building, Floor, Office and Mailstop.

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For detailed instructions please click the Campus Address Definition link

[Campus Address Definition](#)

*Campus: Loop Campus

*Building: 55 E Jackson

*Floor:

*Office: 07_Seventh Floor
08_Eighth Floor
11_Eleventh Floor
17_Seventeenth Floor
18_Eighteenth Floor
19_Nineteenth Floor
20_Twentieth Floor
21_Twenty-first Floor
22_Twenty-second Floor

Additional Location Information:

*Mail Stop

Location: List All Mail Stops and Search

about your office number

SAVE

* Required Field

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5. Click Save.

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For detailed instructions please click the Campus Address Definition link

[Campus Address Definition](#)

*Campus: Loop Campus

*Building: 55 E Jackson

*Floor: 18_Eighteenth Floor

*Office:

Enter your suite number if you are unsure about your office number

Additional

Location

Information:

*Mail Stop Office of Advancement

Location: List All Mail Stops and Search

SAVE

&Save

* Required Field

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