

BTS – Business Tools for Schools

Address Change

LAUSD employees can access ESS (Employee Self Service) and update or change your home contact information for district records. Follow the instructions below to perform this function (numbers in sample correspond to numbers in list).

ADDRESS CHANGE

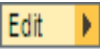

1. To access the Change Address and phone number link, open your internet browser window and type the following in the address bar: <https://selfservice.lausd.net>.
2. Type your single sign-on user name in the **User ID** field (Ex: john.doe or abc1234)...do not include the domain name "@lausd.net". Press the Tab key to access the next field. Type your single sign-on password in the **Password** field and click the **Log on** button.
3. A Security Alert dialog box will display in the window. If you do not see the dialog box, it is possible that you have blocked pop-up messages. Please disable pop-up blocking before proceeding with the login process. Once the box is displayed, click the **Yes** button to continue.
4. The **My Time Home** page will display. Click on the **Change Address and Phone Number** link.

The screenshot shows a Microsoft Internet Explorer browser window at the URL https://selfservice.lausd.net. The page displays a 'Welcome' section with a login form. The 'User ID' field contains 'kbooker001' and the 'Password' field is masked with asterisks. A 'Log on' button is visible. A security alert dialog box is overlaid on the page, with a red circle '3' highlighting the 'Yes' button. Below the login form, the 'Employee Self Service' page is shown, with a red circle '4' highlighting the 'Change Address and Phone Number' link in the 'Personal Information' section.

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Address Change

ADDRESS CHANGE, continued

5. The Change Address and Phone Number screen opens, displaying your current Permanent address and phone number of record for LAUSD.
6. Click on the  button to update address or phone number of record for LAUSD.
7. The edit screen appears, update the following fields, House Number and Street, City, Zip Code and Telephone. **The red asterisk to the right of the field name identifies a mandatory field and information must be entered.**
8. Click the  button to review House Number and Street, City, Zip Code and Telephone changes for possible errors.

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Change Address and Phone Number

1 Overview 2 Edit 3 Review and Save 4 Completed

Permanent address

Street Address 345 4th Avenue
City Los Angeles
Telephone No. 241-5300

Edit Exit

Change Address and Phone Number

1 Overview 2 Edit 3 Review and Save 4 Completed

Permanent address

House Number and Street * 345 4th Avenue
City * Los Angeles
State * California
ZIP Code * 90012
Country USA
Telephone 213 241-5300


Previous Step Review Exit


Note: Employee Record Locked message means that an office such as (HR, Payroll, Benefits) is running a program on your employee file, and you should try again after a few hours.

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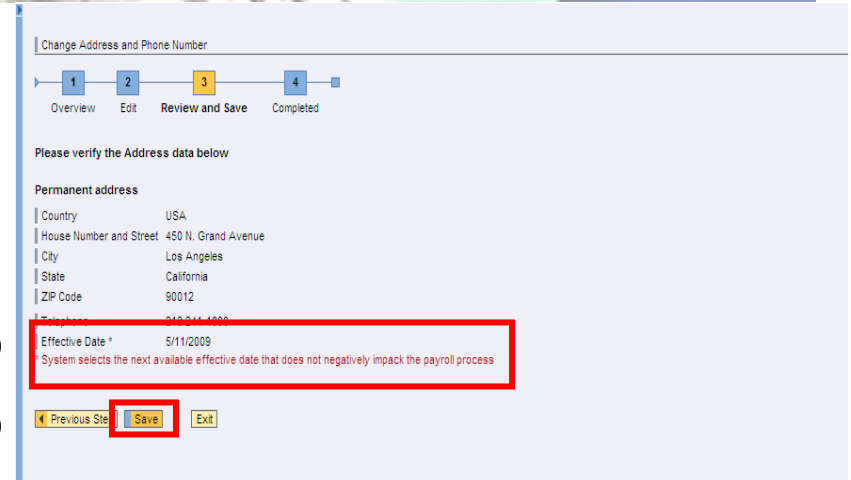
ADDRESS CHANGE, continued

9. Before clicking on the save button notice the **Effective date** that is issued by the system. **The “System selects the next available effective date that does not negatively impact the payroll process”.**

10. If no errors are found click on the  button to update Permanent address and phone number of record for LAUSD.

11. Notice the message  “The changes you made to your Address data were saved”.

Note: Important to pay attention as to the Effective date of your changes.



Change Address and Phone Number

1 Overview 2 Edit 3 Review and Save 4 Completed

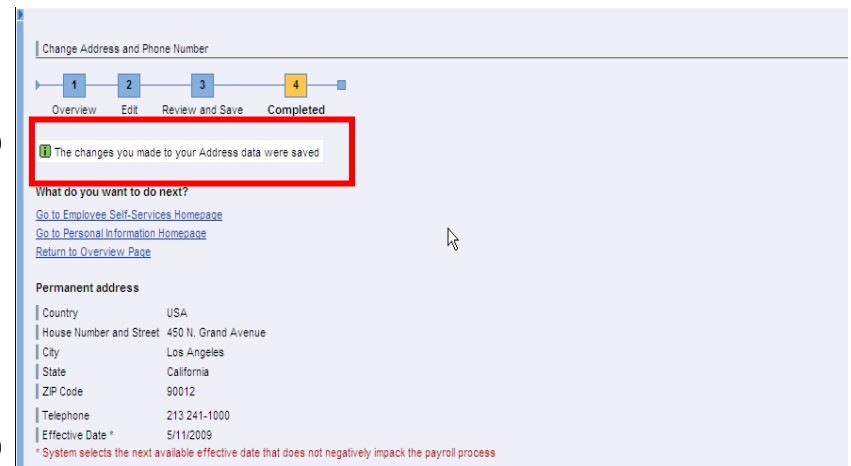
Please verify the Address data below

Permanent address

Country USA
House Number and Street 450 N. Grand Avenue
City Los Angeles
State California
ZIP Code 90012
Telephone 213 241-1000

Effective Date * 5/11/2009
*System selects the next available effective date that does not negatively impact the payroll process

Previous Step **Save** Exit



Change Address and Phone Number

1 Overview 2 Edit 3 Review and Save 4 Completed

The changes you made to your Address data were saved

What do you want to do next?

[Go to Employee Self-Services Homepage](#)
[Go to Personal Information Homepage](#)
[Return to Overview Page](#)

Permanent address

Country USA
House Number and Street 450 N. Grand Avenue
City Los Angeles
State California
ZIP Code 90012
Telephone 213 241-1000
Effective Date * 5/11/2009
*System selects the next available effective date that does not negatively impact the payroll process