

## How to Make Address Changes From the EMPLOYEE SELF SERVICE

**\*\*\*Please make sure that your LAUSD email account is active. Contact ITD at 213-241-5200 to activate your account or reset your password. \*\*\***

- From your internet browser, type **HTTPS://SELFSERVICE.LAUSD.NET**
- Enter LAUSD email account name and password
- Click on Quick Links: ***Change Address and Phone Number***

Employee Self Service

Welcome LAUSD EMPLOYEE [Help](#) | [Log off](#)

Employee Self Service

Overview | Time Area | Pay Area | Personal Information

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**Overview**

In Employee Self Service, you can print Online Pay Stubs, W2 Tax Forms, and Time Statements. You can also change your Tax Withholdings and Address. For more information including step by step instructions and Frequently Asked Questions, please click on the Help link located in the upper right hand corner of the screen.

**Time Area**  
Displays Time Statement showing hours worked each day.  
Quick Links  
[Time Statement](#)

**Pay Area**  
Reprint your Online Pay Stub, W-2 Tax Forms, or change your Tax Withholdings.  
Quick Links  
[Online Pay Stub](#)  
[W-2 Reprint for 2009](#)  
[W-2 Reprint for 2008](#)  
[Tax Withholdings for W-4 and DE-4](#)

**Personal Information**  
Update or change your home contact information for district records.  
Quick Links  
[Change Address and Phone Number](#)

- Verify that your address is correct. If not, click the ***“EDIT”*** button to change
- Make necessary changes. Then click the ***“REVIEW”*** button
- Once changes are confirmed, click on the ***“SAVE”*** button

**Contact your Time Keeper for further assistance.**