



Human Resource Services
1515 Hughes Way, Long Beach, CA 90810

Address Change Form

Fiscal Year 2019 - 2020

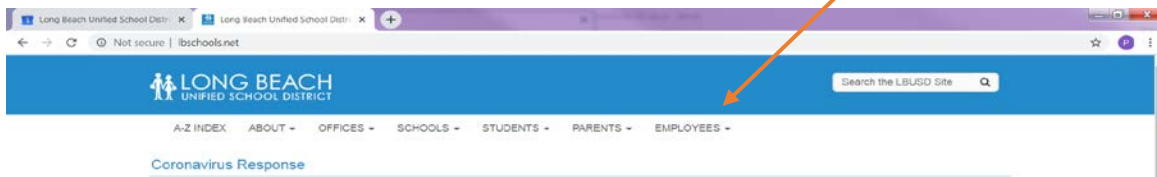
You may now change your address by accessing a tile on the District Portal.

To access the Portal ~

Using a PC and Internet Explorer, go to the District website

<http://www.lbusd.k12.ca.us>

Along the top of the Home Page look for the tab marked Employees

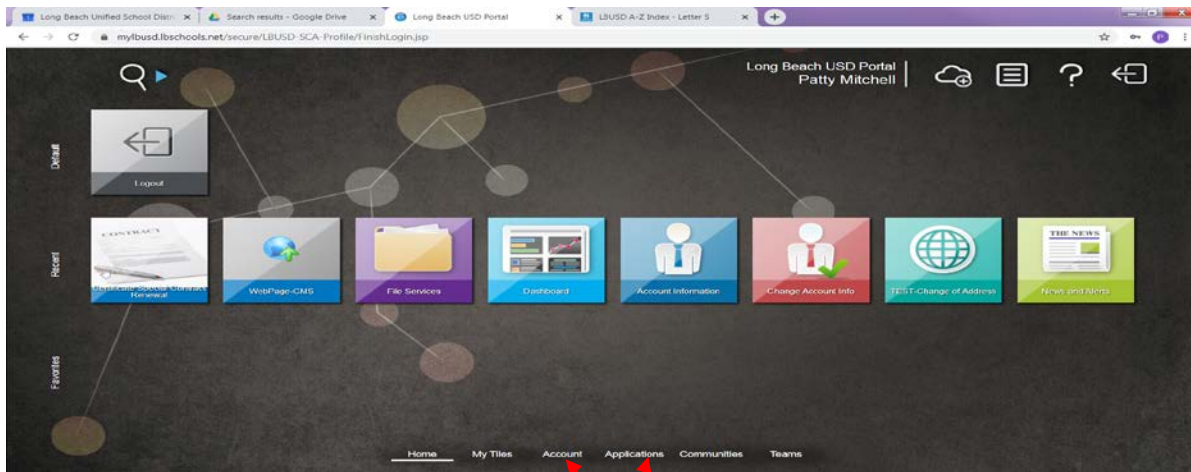


Hold your cursor on the word Employees and you will see a dropdown list of options

Select the first option MyLBUSDPortal

Enter your Novell username and password

You will now be on the District Portal Page

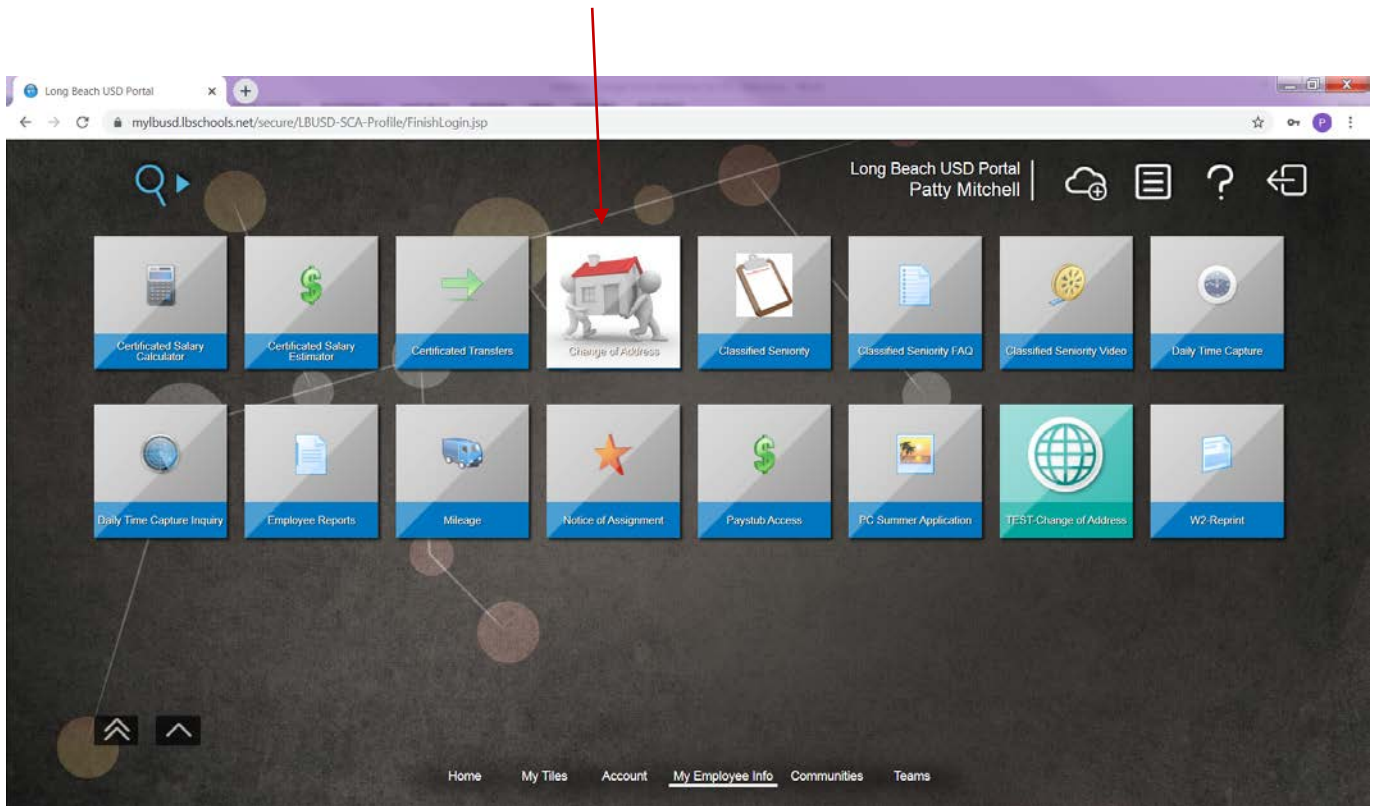


You will need to look for the tile labelled as Address Change Form

Since you have not used this tile before, you will need to find it

Click on Applications / My Employee Information to find the tile

Click on the tile – The Change of Address tile will display



Click on the tile and the Address Change form will open. Your current information is listed in the right column. This is the information the District has on file. ALL changes to the information will be made in the left column.

The first section is **Mailing Address**

To make a change, click the button.

Reset Address Information

The fields will now be blank and you will enter your new mailing address.

The next section is Home **Address** **Check if same as Mailing Address**

If your Mailing address and Home address are the same, just check the box. The system default to the information being the same. If not, you will need to unclick the can click the box that says that the information is the same.

Reset Home Address Information

You can then click the Reset button and enter a different Home address. Remember, avoid using P.O. boxes if possible and refrain from abbreviations.

The final section is **Phone numbers and Email address**

This is the section where you can update your primary and secondary phone numbers, as well as your personal email address.

You may update any and all sections. For example, if you just need to update your personal email address, this would be the place to do so. When your edits are complete, click on the Submit button at the bottom of the page. You also have the option to Exit without submitting your changes.

Please note, you still must contact HRS for name changes. HRS will need legal documents to support a name change.

If you have questions about the form, please email please email HRShelp@lbschools.net