

Update your Work Address and Extension Using Employee Self Service (ESS) / Core Portal V3

Updating your work address on Employee Self Service (ESS)/Core Portal will also update your work address on the Financial System (Agresso). This will enable Couriers and Delivery drivers using [Wayfinding](#) & [Eircode](#) to find your location for goods deliveries.

i Updating your work address on Core Portal will not change your mail deliveries. Mail will continue to be delivered by the [Buildings & Estates Office, Mail Service](#).

Login to Employee Self Service (ESS)/Core Portal

1. Go online to:
<http://ess.nuigalway.ie>
OR
https://my.corehr.com/pls/coreportal_nuigp/cp_por_public_main_page.display_login_page
2. Login in using your [Campus Account](#) / PC login credentials, and click **Sign In**.

i Your Campus Account Username is derived by preceding your six-digit staff/payroll number with a leading zero '0' and adding a trailing 's'. (e.g., staff/payroll no. 123456 is Username 0123456s).

access PeopleXD

OLLSCOIL NA GAILLIMHIE
UNIVERSITY OF GALWAY

Username
0123456s

Password
.....

SIGN IN

Click Sign In

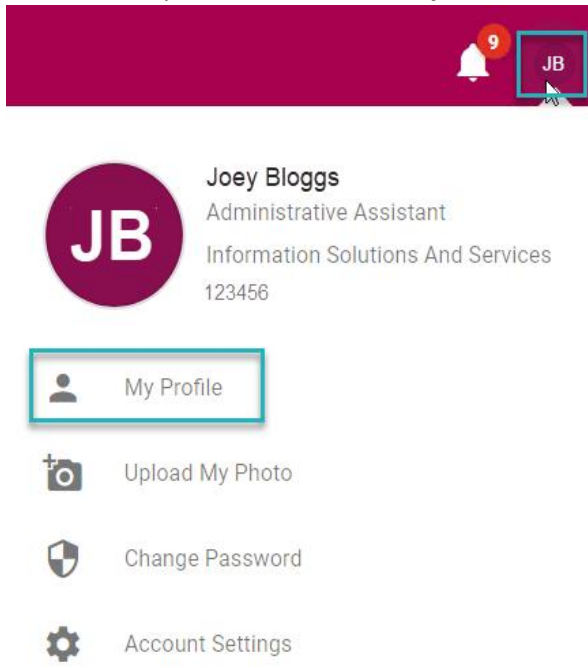
Username (e.g. staff payroll no 123456 Username 0123456s)

Campus Account password

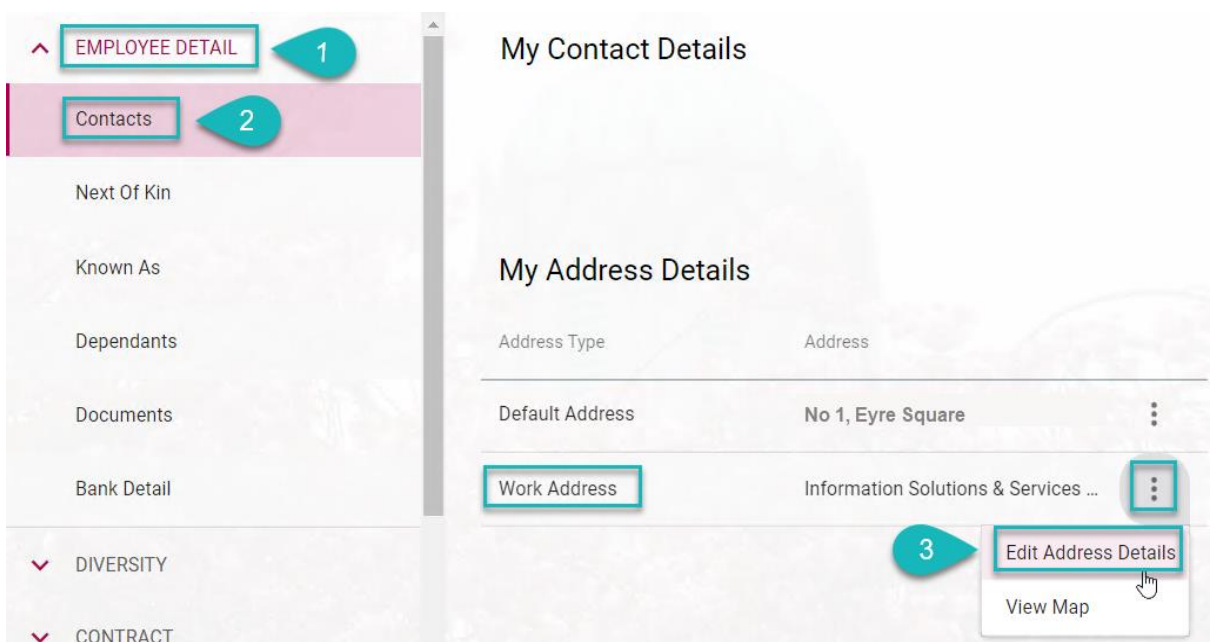
When you click SIGN IN, please allow a few seconds for the application to log in. Do not re-enter your password.

Update Your Work Address

- Go to the toolbar at the top of the page and click on your **Initials**. From the drop-down menu, click **My Profile**.



- The **My Profile** screen is now available to you. From the **Employee Detail** menu, click **Contacts**. Under **My Contact Details**, to the right of the screen **scroll down** to **My Address Details**. Go to **Work Address**, click the **ellipses icon** and from the drop-down menu click on **Edit Address Details**.



Note: When you update your work address on Employee Self Service (ESS)/Core Portal, it will update on Financial System (Agresso) within 24 hours of making your changes.

5. The **Edit Address – Work Address** window will open, enter your work address using the following format for **on campus** and click **Save** to complete.

i **An Eircode is required.** The Financial System (Agresso) has auto-populated the main University [Eircode H91 TK33](#) for all Agresso users. So please enter [H91 TK33](#) or your own building [Eircode](#).

Address Field	Work Address	Example A	Example B
Country	Country	Ireland	Ireland
Address Line 1	Discipline / Unit / Research Centre	School of Chemistry	School of Natural Sciences
Address Line 2	Room Number, Floor	Room C221, 2 nd Floor	Room BMS-G0001, Ground Floor
Address Line 3	Building (Official names listed on Campus Map)	Arts & Science Building	Biomedical Sciences Building, Dangan,
Address Line 4	Wayfinding Zone (South / Central / North / Sports)	South Campus	North Campus
Address Line 5	NUI Galway	University of Galway	University of Galway
Address Line 6	Post-Code (Eircode)	H91 CF50	H91 TK33

Example A

Country*
Ireland

Search Address

Address Line1
1 School of Chemistry

Address Line2
2 Room C221, 2nd Floor

Address Line3
3 Arts & Science Building

Address Line4
4 South Campus

Address Line5
5 University of Galway

Post Code Prefix
6 H91 CF50

Post Code Suffix

access PeopleXD **SAVE**

Example B

Country*
Ireland

Search Address

Address Line1
1 School of Natural Science

Address Line2
2 Room BMS-G0001, Ground Floor

Address Line3
3 Biomedical Sciences Building, Dangan,

Address Line4
4 North Campus

Address Line5
5 University of Galway

Post Code Prefix
6 H91 TK33

Post Code Suffix

If your building does not have an eircode use the main University eircode H91 Tk33

access PeopleXD **SAVE**

Edit Address – Work Address window will open, enter your work address using the following format for **off-campus** and click **Save** to complete.

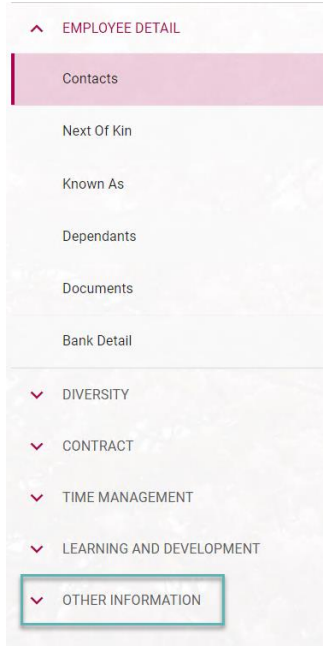
i **An Eircode is required.** The Financial System (Agresso) has auto-populated the main University Eircode **H91 TK33** for all Agresso users. So please enter your own building or local area [Eircode](#).
No need to add County, as ESS Core/Financial System (Agresso) will add it automatically.

Address Field	Work Address	Example C	Example D
Country	Country	Ireland	Ireland
Address Line 1	Discipline / Unit / Research Centre	Áras na hOllscoile	Shannon College of Hotel Management
Address Line 2	Room Number, Floor	Seomra 101, Urlár na talún	Reception, Ground Floor
Address Line 3	Building	Áras na hOllscoile	Food & Beverage Building
Address Line 4	Road/Street (leave blank if not applicable)	Roisín na Mainiach	
Address Line 5	Area	Carna	Shannon International Airport
Address Line 6	Post-Code (Eircode)	H91 HK10	V14 DP03

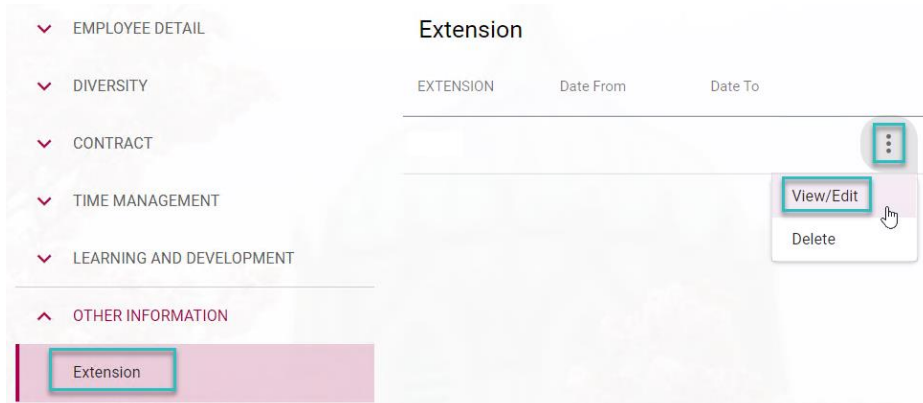
Example C:	Example D:
<div style="border: 1px solid #ccc; padding: 10px;"> <div style="margin-bottom: 10px;">Country * Ireland</div> <div style="margin-bottom: 10px;">Search Address</div> <div style="margin-bottom: 10px;">Address Line1 1 Áras na hOllscoile</div> <div style="margin-bottom: 10px;">Address Line2 2 Seomra 101, Urlár na talún</div> <div style="margin-bottom: 10px;">Address Line3 3 Áras na hOllscoile</div> <div style="margin-bottom: 10px;">Address Line4 4 Roisín na Mainiach</div> <div style="margin-bottom: 10px;">Address Line5 5 Carna</div> <div style="margin-bottom: 10px;">Post Code Prefix 6 H91 HK10</div> <div style="margin-bottom: 10px;">Post Code Suffix</div> <div style="text-align: right; margin-top: 10px;"> SAVE </div> </div>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="margin-bottom: 10px;">Country * Ireland</div> <div style="margin-bottom: 10px;">Search Address</div> <div style="margin-bottom: 10px;">Address Line1 1 Shannon College of Hotel Management</div> <div style="margin-bottom: 10px;">Address Line2 2 Reception, Ground Floor</div> <div style="margin-bottom: 10px;">Address Line3 3 Food & Beverage Building</div> <div style="margin-bottom: 10px;">Address Line4 4 Address Line4</div> <div style="margin-bottom: 10px;">Address Line5 5 Shannon International Airport</div> <div style="margin-bottom: 10px;">Post Code Prefix 6 V14 DP03</div> <div style="margin-bottom: 10px;">Post Code Suffix</div> <div style="text-align: right; margin-top: 10px;"> SAVE </div> </div>

Update Work Extension Number

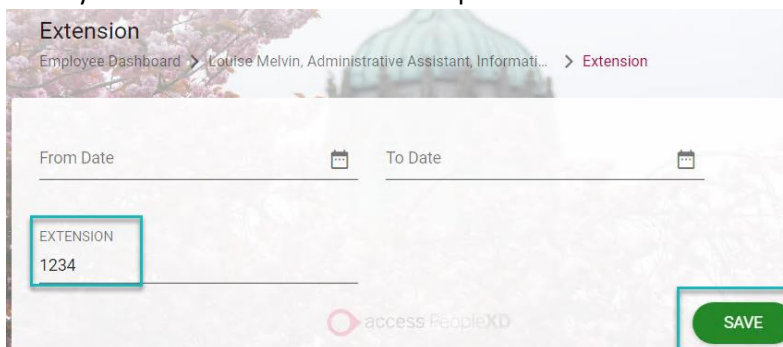
- From the **Employee Detail** menu, click **Other Information**.



- From the **Other Information** drop-down menu, click **Extension**. The Extension window will now open. Click the *ellipses icon*, and from the drop-down menu click on **View/Edit**.



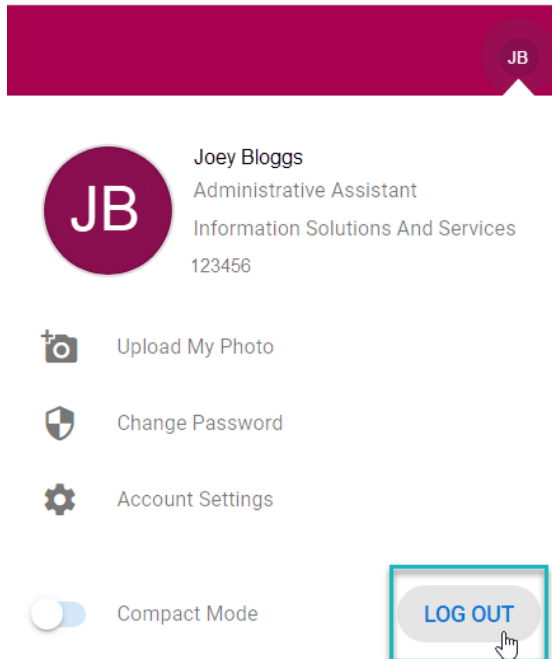
- Enter your extension number. To complete click **Save**.



Note: No need to add Country and Area code as Financial System (Agresso) will automatically add it for you. Your Extension/Telephone number will update on the Financial System (Agresso) within 24 hours of making your changes on Employee Self Service (ESS)/Core Portal

To Exit Employee Self Service (ESS)/Core Portal go to the toolbar along the top of the page and click on **Initials**.

From the drop-down menu, click **Log Out**.



JB

JB

Joey Bloggs
Administrative Assistant
Information Solutions And Services
123456

Upload My Photo

Change Password

Account Settings

Compact Mode

LOG OUT