

How to Change Your Address in SAIL

When you need to change your home mailing address (or need to add your campus department name, room number, and phone extension for the OU directory), you will need to update your personal information using the University's self-service system known as SAIL. Here are the steps to complete this very simple but important process.

1. To access SAIL, go to <https://sail.oakland.edu>.
2. Click on **Log In to Secure Area**.
3. Log in using your NetID credentials (same as your email name and password).
4. Select the **Personal Information** link.
5. Click on **View/Update Address(es) and Phone(s)**
6. At bottom of page, choose the correct mailing address to update (i.e. Campus Office) from **Type of Address to Insert** menu, and click Submit.
7. Fill out the information as shown below, depending on type of address you are updating:
 - a. **Valid from this date** (Insert current date)
 - b. **Until this date** (Leave blank. *Do not put in an end date.*)
 - c. **Address Line 1** (Insert new home mailing address or for campus office enter the official name of department, ex. University Human Resources)
 - d. **Address Line 2** (Insert new home mailing address line 2, if needed. For campus office, enter your campus room number and building, ex. 431 Wilson Hall)
 - e. **Address Line 3** (Insert new home mailing address line 3, if needed. For campus office, enter the mailing address of your specific building. Building addresses can be found at <https://oupolice.com/addresses/lookup/>.)
 - f. **City** (Insert new home mailing address city or for campus office, enter Rochester)
 - g. **State** (Insert new home mailing address state or for campus office, enter Michigan)
 - h. **ZIP** (Insert new home mailing address zip code or for campus office, enter 48309)
 - i. **Primary phone number** (Enter ten-digit phone number, including area code for home location or for campus location. *You need to do this even if your home phone number has not changed.*)
8. Click **Submit** at the bottom of the page.

Please contact University Human Resources at (248) 370-3480 if you have any questions or issues with this process.