

Update your Work Address and Extension Using Employee Self Service (ESS) / Core Portal V2.0

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 [Mail Service, Buildings & Estates](#).

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. Log 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 add a trailing 's'. (e.g. staff/payroll no. 123456 is Username 0123456s).

Username
0123456s

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

Password
.....

Campus Account Password

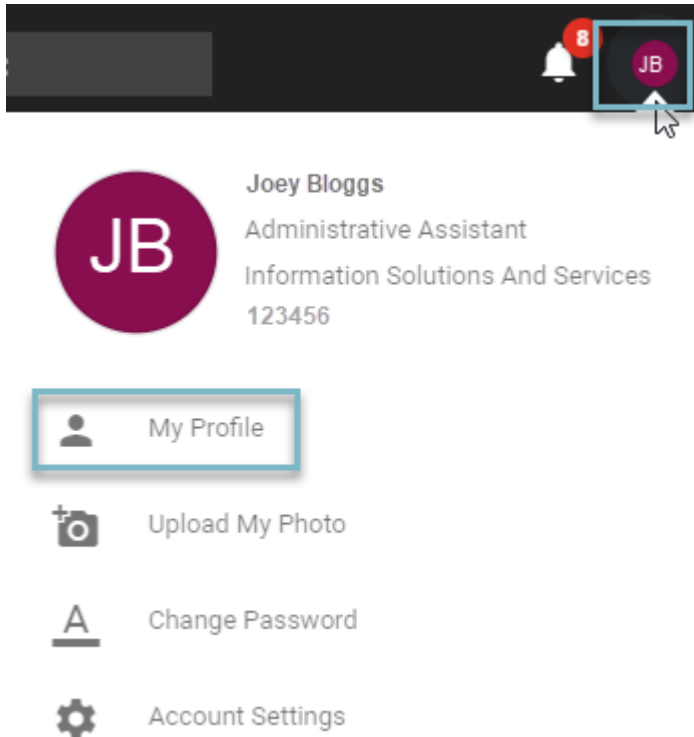
SIGN IN

Click SING IN

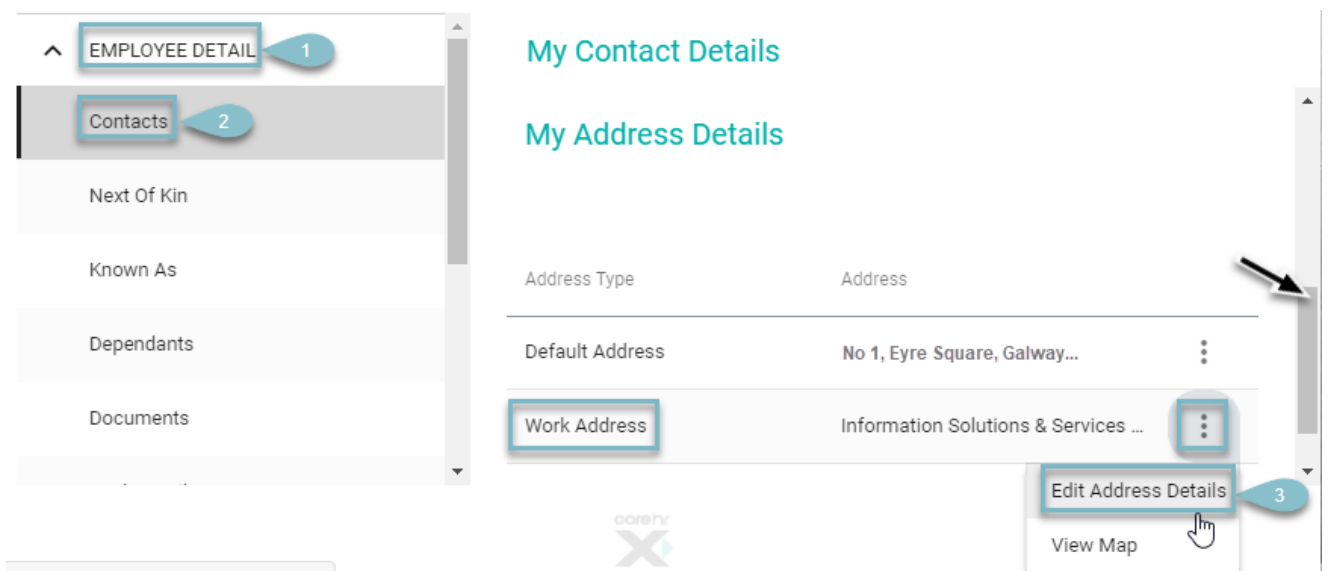
When you click login please allow a few seconds for the application to log in. Do not re-enter your password.

Update Your Work Address

- Go to the toolbar along 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 Eircode is required. The Financial System (Agresso) has auto-populate 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	NUI Galway	NUI Galway
Address Line 6	Post Code (Eircode)	H91 CF50	H91 TK33

Example A:

Example B:

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-populate 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.

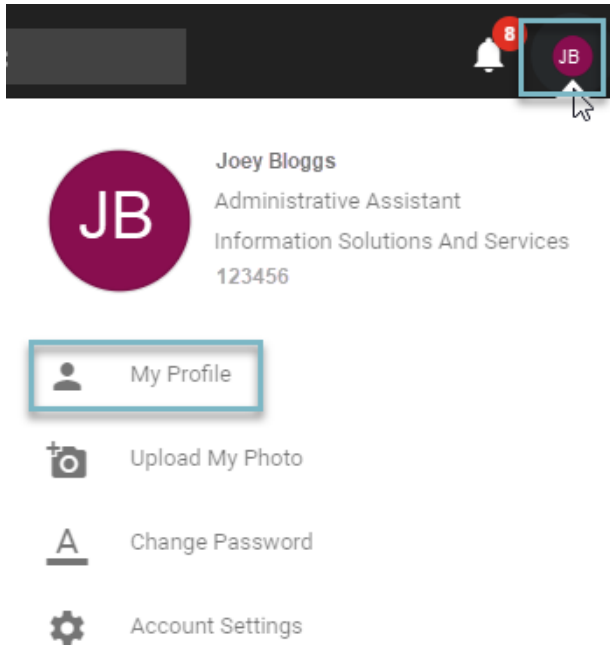
Address Field	Work Address	Example C	Example D
Country	Country	Ireland	Ireland
Address Line 1	Discipline / Unit / Research Centre	Áras na hOllscoile	Shannon College of Hotel Management
Address Line 2	Room Number, Floor	Seomra 101, Urlár na talún	Reception, Ground Floor
Address Line 3	Building	Áras na 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:

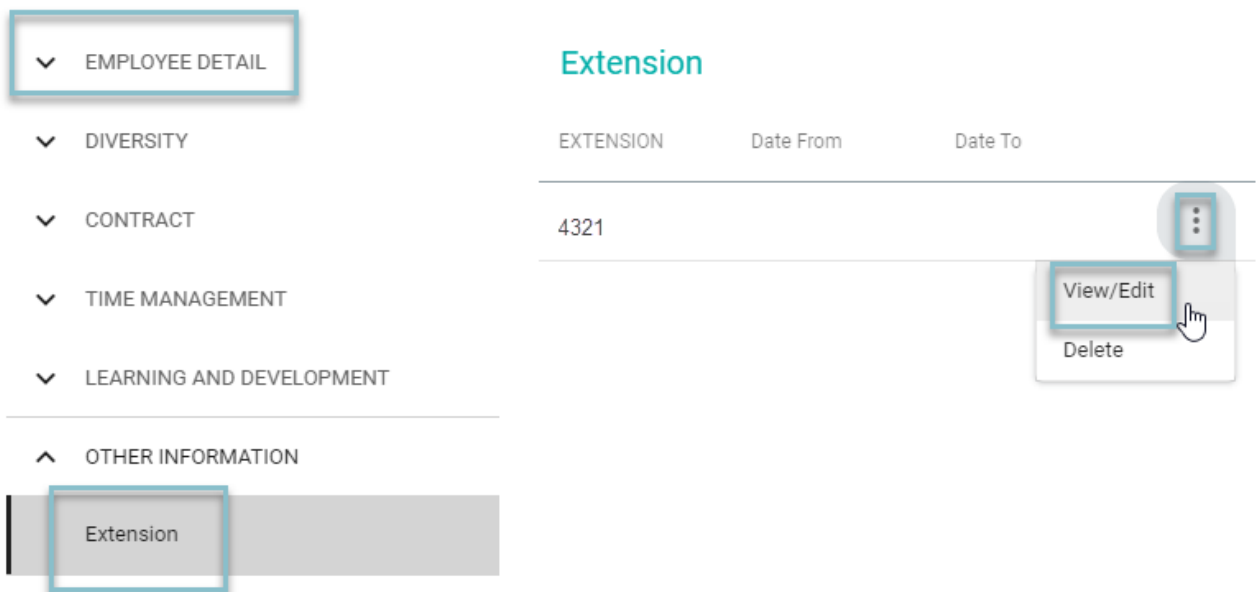
Example D:

Update Work Extension Number

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



2. The **My Profile** screen is now available to you. From the **Employee Detail** menu, scroll down and click **Extension**. To the right of the screen, under **Extension**, click the *ellipses icon* and from the drop-down menu click on **View/Edit**.



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

The image shows a form for updating the extension number. At the top, there are two date pickers labeled 'From Date' and 'To Date'. Below them is a text input field labeled 'EXTENSION' containing the number '9876'. The input field is highlighted with a blue box. At the bottom right of the form is a green 'SAVE' button, also highlighted with a blue box. The 'corety' logo is visible at the bottom center.







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



Joey Bloggs
Administrative Assistant
Information Solutions And Services
123456

-  My Profile
-  Upload My Photo
-  Change Password
-  Account Settings

LOG OUT