

# NEOED Unified Self Service

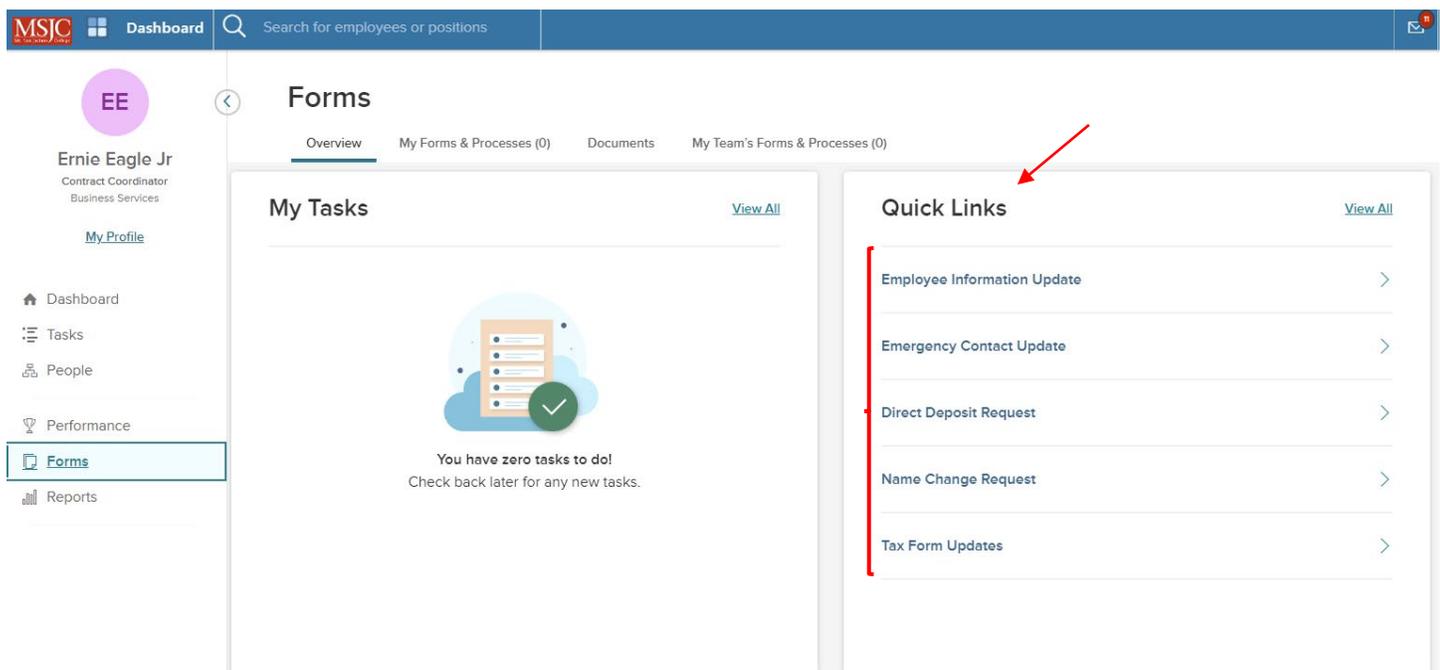
## Instructions for Personal Information Changes

Personal information changes, such as address changes, tax form updates, direct deposit requests, etc., must be submitted electronically through the NEOED Portal. You may log in through [Sign In \(neod.com\)](#) or the [Single Sign-On Portal](#). Your username will be your full MSJC email address. Please contact Human Resources if a password re-set is needed.

Once logged in, you will be directed to the NEOED Unified Self Service Dashboard.

On the left side of your Dashboard, select **Forms** from the navigation menu.

Under the Quick Links section, select the desired process to access and complete the electronic form. Once the form has been submitted, Human Resources and/or Payroll will receive an auto-notification and update your information in our system(s).



The screenshot displays the NEOED Unified Self Service Dashboard. At the top, there is a blue header with the MSJC logo, a search bar, and a notification icon. The main content area is titled "Forms" and includes tabs for "Overview", "My Forms & Processes (0)", "Documents", and "My Team's Forms & Processes (0)". On the left, a navigation menu lists "Dashboard", "Tasks", "People", "Performance", "Forms" (highlighted), and "Reports". The "My Tasks" section shows a message: "You have zero tasks to do! Check back later for any new tasks." The "Quick Links" section, highlighted with a red arrow, lists several options: "Employee Information Update", "Emergency Contact Update", "Direct Deposit Request", "Name Change Request", and "Tax Form Updates".

Please contact Human Resources if you have any questions.