1. Navigate to the Employee Self-Service (ESS) web page.* Click the My address change link under the orange My Information banner. * If accessing ESS remotely, you must first securely log in to the MCPS network via Windows Virtual Desktop (WVD), Terminal Services Gateway (TSGateway), or the Virtual Private Network (VPN). Log in to your MCPS Google account (@mcpsmd.net account) to see the MCPS Remote Access Support Guide.

2. Review the information on the next screen and click on Update your address at the bottom of the screen.
3. **Sign in** using your MCPS username and password.
4. On the Home Address screen, enter your new address and phone number. Be sure to click the **Update** button to ensure your changes are submitted.
5. If your address is successfully processed, you will receive a Address Change Confirmation e-mail confirming the changes.

6. If you enter an incorrect address you will receive an e-mail indicating that your address was not updated. You will need to access My address change once again to enter the correct address.

7. A change to your home address may require a change in your tax withholdings, e.g., if you have moved to a new state. If you need to update your W-4 tax withholdings, visit ESS, click My W-4 under the blue My Taxes banner, log in, and follow the on-screen instructions.