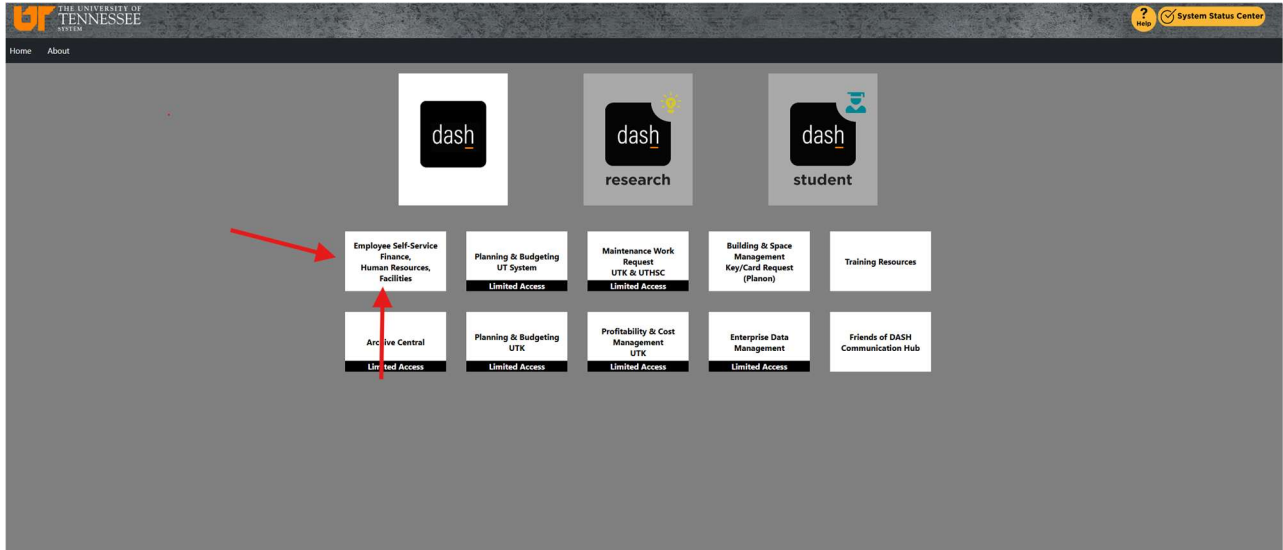


# DASH- Review and Update Personal Information- Address

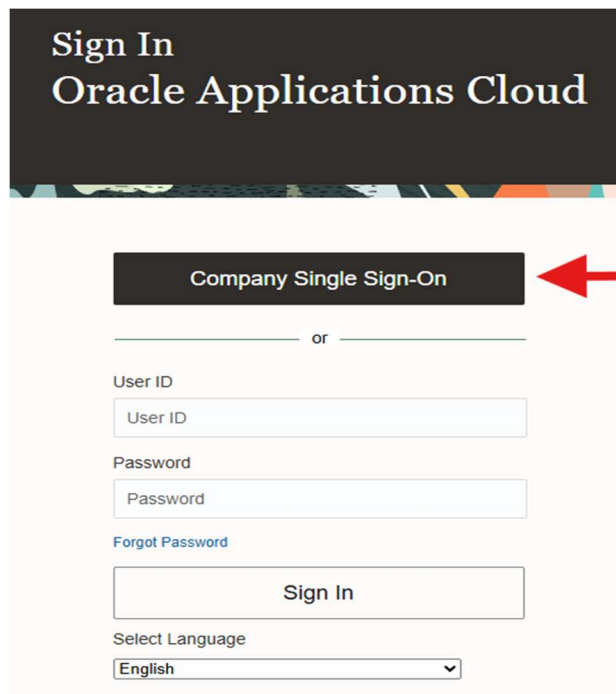
To access the DASH landing page, enter <https://dash.tennessee.edu/home> into the browser. Select the box labeled “**Employee Self-Service Finance, Human Resources, Facilities.**”

\*You may be prompted to enter your UT NetID and password **before** the DASH landing page populates.



Select the **Company Single Sign-On** button and use your UT Net ID and password to sign in. Complete the DUO authentication.

\*If you were prompted to enter your NetID and password **before** this screen, you may not need to enter it again here.

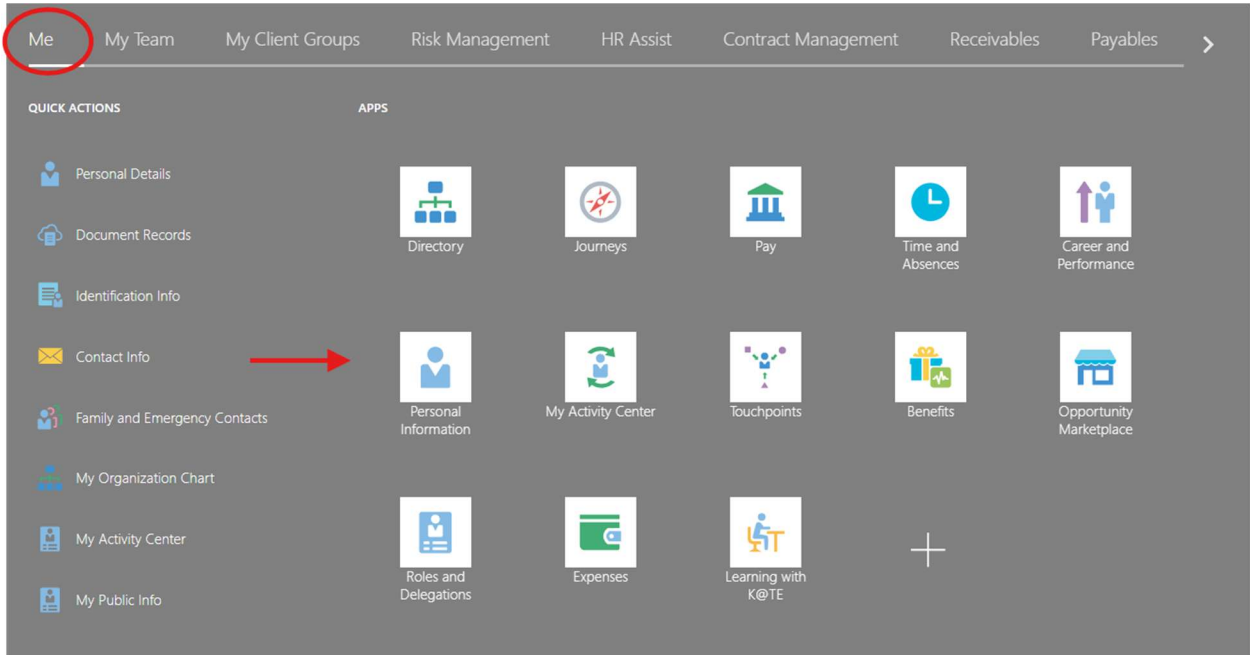


# DASH- Review and Update Personal Information- Address

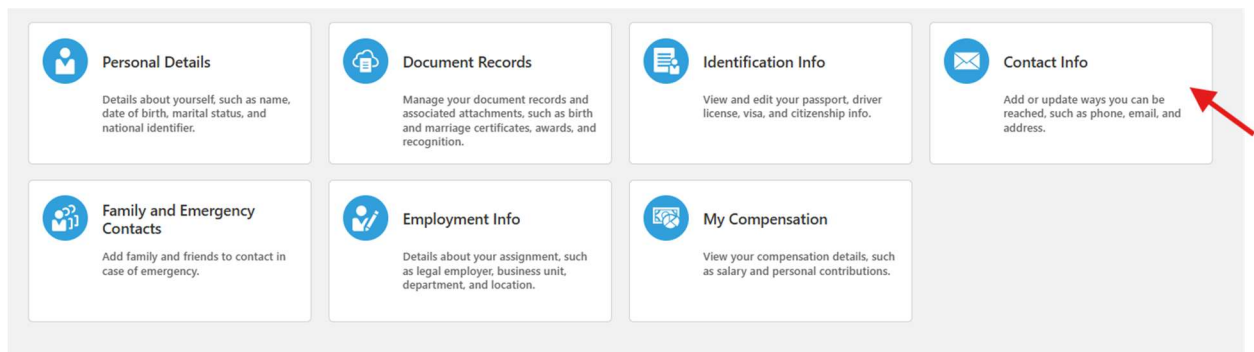
You may be taken to a welcome page if it is the first time signing in. Navigate to the main dashboard by selecting the home icon on the top right side of the screen.



On the main dashboard, under the “Me” tab, select the **Personal Information** app.

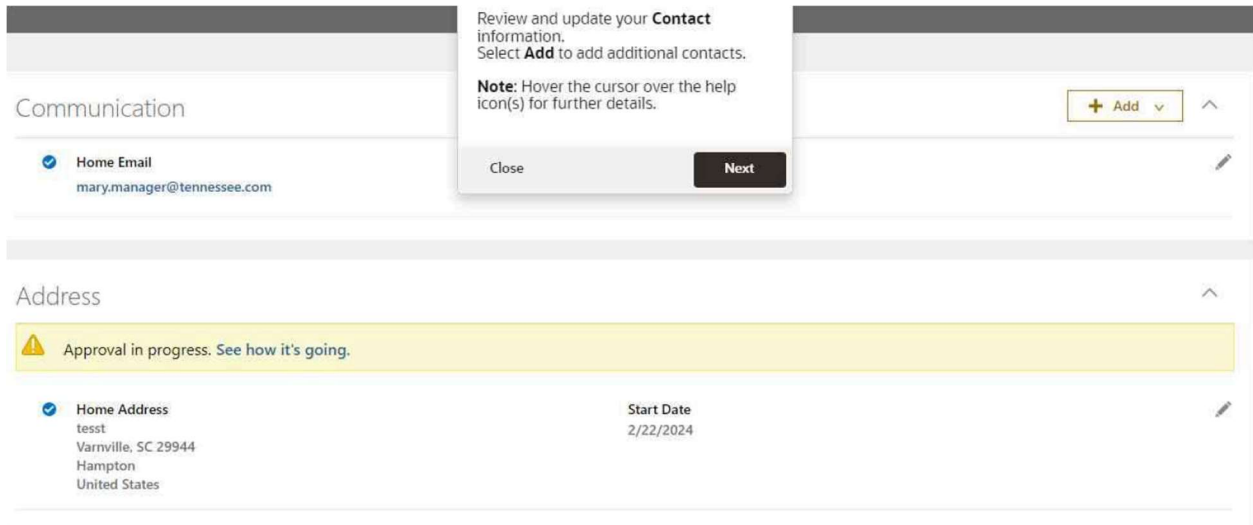


On the **Personal Info** screen, select **Contact Info**.

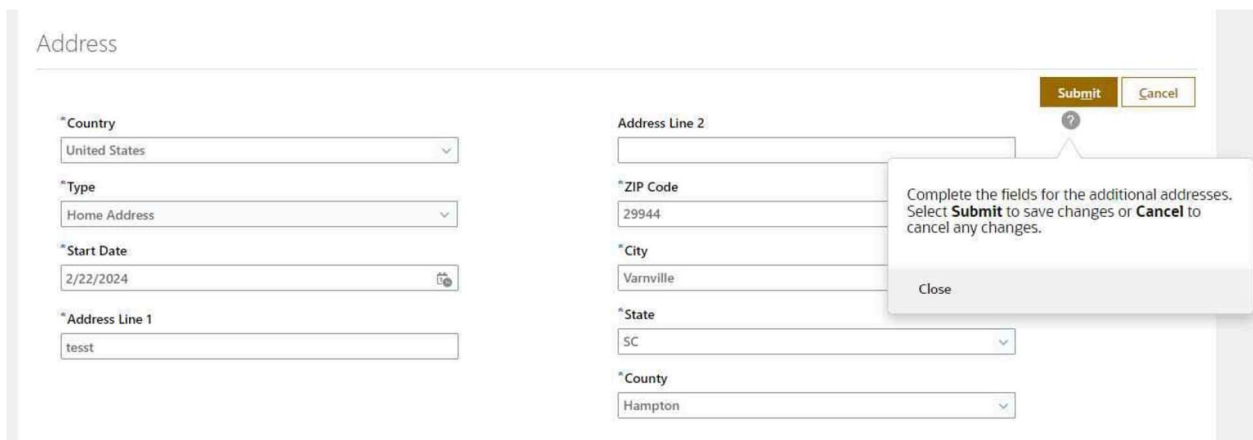


# DASH- Review and Update Personal Information- Address

Select the pencil icon next to each section to update or remove information. Select **Add** to add any additional contact or address information.



Once an update or addition has been made, select the **Submit** button to save or the **Cancel** button to exit.



To return to the main dashboard, select the Home icon in the top right corner of the screen.

