How to Change Your Address

If your home mailing address has changed, it is important that you update your records with Shepherd University and its affiliated groups. To do that, you will need to send that change to several different places. Please follow the instructions below in order to update your records.

1. To change your mailing address in Banner, which is Shepherd University’s primary information system, please log into RAIL (http://www.shepherd.edu/rail). Click on Personal Information and then select Update Addresses and Phones. There you will be able to change your home mailing address. If you find when you go into RAIL that you do not have a home mailing address listed, please contact the Human Resources staff so that they can enter an address for you. After they do that, you can make changes as needed in the future.

Once you have changed your mailing address in RAIL, an email notification automatically will be generated to the Human Resources Office and the Payroll Office, so you do not need to contact those offices individually to update your mailing address.

2. To change your mailing address with the West Virginia Public Employees Insurance Agency (PEIA), please log into PEIA’s Benefits Administration System (https://openenrollment.wvpeia.com/YRE/). You will need to register if this is the first time you have used PEIA’s Benefits Administration System.

3. To change your mailing address with TIAA-CREF, please log into TIAA-CREF’s website (http://www.tiaa-cref.org/). You will need to register if this is the first time you have accessed your TIAA-CREF records online. Click on My Profile at the top of the page; next click on Contact Information and eDelivery Preferences; and, finally, click on Edit My Contact Information. There you can type in your new address information.

4. To change your mailing address with Great West, please log into Great West’s website (http://www.greatwest.com). You may also phone them at 877-816-0548. Shepherd University’s plan number is 350209-03.

5. Several organizations that are affiliated with Shepherd University manage their own databases and you will need to contact them individually to update your mailing address. Please use the following contact information for this purpose.

   - **Advancement Office** – Contact Mona Kissel at 304-876-5378 or rkissel@shepherd.edu. Changes made through the Advancement Office will be shared with the Shepherd University Foundation, the Shepherd University Alumni Association, and the Scarborough Society, so you do not need to contact each of those organizations individually.

   - **Athletics Department** – Contact Kathy Fasulo at 304-876-5481 or kfasulo@shepherd.edu.

   - **Friends of Music** – Contact Melissa Huempfner at 304-876-5765 or friends@sufom.org.

   - **Performing Arts Series at Shepherd (PASS)** – Contact Rachael Meads at 304-876-5113 or rmeads@shepherd.edu.