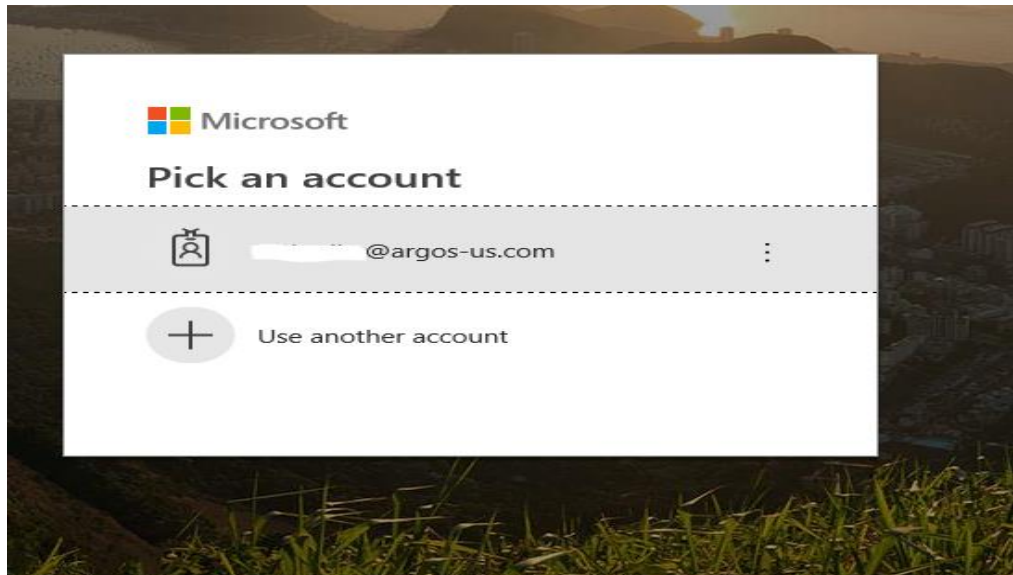


How to update your address in Success factor

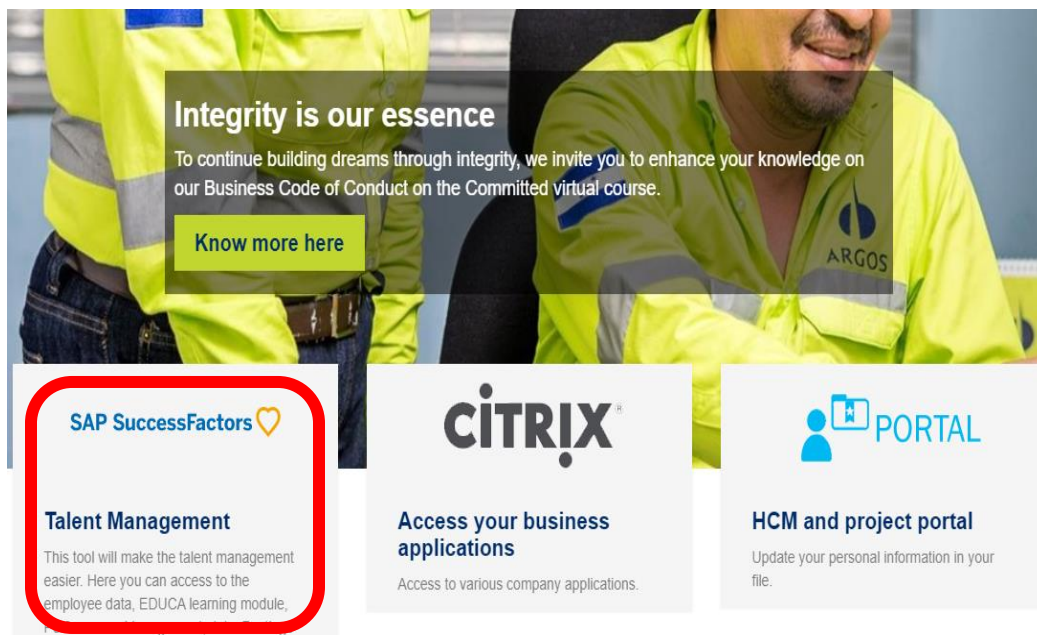
To Browse your profile in Success factors, please follow the directions below:-

Go to the Digital Workplace: <https://argoscorp.sharepoint.com/sites/dwp/en>, copy the URL and paste it in browser, you will be directed to the below screen.

Login with your email address or your employee ID.



Once you enter in Digital Workplace, you will see the Success factors Icon as shown below.



Once you click on SAP Success factors Tile and you will come to the Success factors Home Page as shown below:-

- Type your name on the search bar as shown below.



Once you type your name you will see your profile- My employee file.



- Click on Personal Information tab and system will show up with:-

- Biographical Information
- Personal Information
- Address Information

If you scroll down little bit, you will see:-

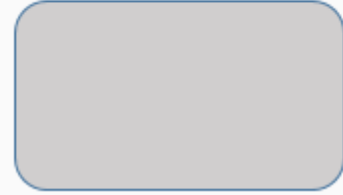
- Contact information
- Emergency Contact

Address Information

Home Address



Home



Please check your address, contact and emergency contact information, if you need to update some information, click on the small pencil icon highlighted above and system will take you the below screen, where you will be able to update your address.

The field with Red * are mandatory fields, please make sure you update the County information too (even though it's not mandatory), then click on Save.

Home Address

*When would you like your changes to take effect?

Oct 09, 2018



▼ Home



*Country

United States



*Address Line 1

*City

CUMMING

County

FORSYTH

*State

GEORGIA



*Zip Code

- -

Address Line 2

Add Home Address

Cancel

Save

The new window will pop up which will ask you to confirm your request (as shown below), please click on Confirm

Please confirm your request

Submitting Home Address change request for . . .

Enter your comment here

[Show workflow participants](#)

Cancel

Confirm

The system will take you to the Home Page and you will see the address change request status, change address will be further approved through the workflow.

