Viewing Your Employee Home Address in DrexelOne

Please Note: These instructions are intended to provide employees with basic information required to view their Employee Home Address. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems accessing your Employee Home Address, please contact the Payroll Department at payroll@drexel.edu.

If you are already familiar with logging on to the DrexelOne portal and accessing the “Employees” tab, skip to step 4.

Step 1. Access the DrexelOne portal

Use your internet browser to access the Drexel One portal at https://one.drexel.edu. You will be taken to the log on page.
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Step 2. Log on to Drexel One

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “help” link and follow the instructions.
Step 3. Select the “Employee” link

From the DrexelOne Welcome page, click on the “Employee” link at the top left of the screen.

*Note:* If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.
Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the onscreen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the “Submit” button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.
Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your addresses. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at hris@drexel.edu.

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employee Services Menu.
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Step 4. Select from the Employee Services Menu

Click the “More BannerWeb Employee Services” link.
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Step 5. Select “Personal Information” tab

From BannerWeb’s Employee Main Menu, click on the “Personal Information” tab at the top of the screen.
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Step 6. Select “Personal Profile”

From the Personal Information Menu, click on the “Personal Profile” link.
Step 7. Personal Information

On the personal information page, scroll to Address. Review your Employee Home Address for correctness. Send any corrections/updates to Human Resources Information Systems at hris@drexel.edu. In the email, include your correct home address, university ID and the effective date of the address change.

All Payroll and Human Resources Department mailings are sent to your Employee Home Address; including pay checks, W-2 forms and open enrollment documents. Employees must notify HRIS immediately of any home address change to ensure timely delivery of these items.