Confirming Work Location Instructions

Work Location is the address of where you work more than 50% of your time.

Log in to the GWEB Information System

- Use your @gwu.edu email address

GWeb Sign-on

Sign in using the appropriate button below.

Current students, faculty, staff, and alumni as of 2019: Log into the GWeb Information System using your GW email address (NetID@gwu.edu) and password.

Former Students:
If you are a former student (currently not a student or have not graduated from GW within the past year), click the Current Students button to access GWeb with your GW Email (NetID & Password). If it has been more than one year since you were a former student, click the Applicants button to access GWeb with your GWID & PIN.

Access with GW Email
- Current Students
- Current Faculty & Staff
- Alumni as of 2019

Access with GWID & PIN
- Applicants
- Former Faculty & Staff
- Alumni prior to 2019

- Use your @gwu.edu email address
Click Personal Information Menu

Click Update Addresses and Phones
1. Click [here](#) if supervisor Email and Work Location Address are correct.
2. Click [here](#) if Work Location address is correct but the Supervisor email is missing or incorrect.
3. Click [here](#) if Supervisor Email is correct but Work Location address is incorrect.
4. Click [here](#) if Supervisor Email is correct but no Work Location address is listed.

Supervisor Email and Work Location are correct

If the information is correct, Click Confirm.
Work Location Address is correct but supervisor email is missing or incorrect

If Work Location address is correct but Supervisor email is incorrect or missing, enter correct information in the Alternate Supervisor Email box.

Click Confirm Address

Supervisor email is correct but Work Location Address is incorrect

If Supervisor Email is correct but Work Location address is incorrect, click “Update Address” and follow the instructions below.
Click on Current under Work Location

Use today's date as the "Valid From" Date and update your Work Location address.

Click Submit
From the Update Addresses and Phones – Select Type then click Address Verification.

From the Employee Address Page, click Confirm Address.
Supervisor Email is correct but no Work Location address is listed

If Supervisor Email is correct but no Work Location address is listed, select Update Address.

Select Work Location from the Type of Address to Insert drop down box. Click Submit.
Use today’s date as the Valid From Date and update your Work Location address. Click Submit.

From the Update Addresses and Phones – Select Type. Click Address Verification.
From the Employee Address Page, click Confirm Address.