# Helpful Links/Instructions

## Links:

* [Grad Staff Insurance](https://www.purdue.edu/hr/Benefits/gradStaff/)
* [Grad Fellowship Insurance](http://www.purdue.edu/push/Insurance/EnrollmentInformation/)
* [Pay Schedule Link](https://www.purdue.edu/hr/buspur/calendars/)
* [BoilerKey](https://www.itap.purdue.edu/services/boilerkey.html)
* [ISS](https://www.iss.purdue.edu)
* [Purdue ID](https://www.purdue.edu/business/card/index.php)
* [Parking Information](https://www.purdue.edu/parking/)

## Instructions

**Faculty/Staff/Post Doc Insurance:**

1. Go to [www.purdue.edu](http://www.purdue.edu)
2. Click on the OneCampus Portal near the bottom of the screen.
3. Click on the Benefits Enrollment- Active (Benefitfocus) tile.
4. Log in using Boilerkey.
5. Follow prompts.

**Undergrad/Grad SSN Requests:**

Let [cospayroll@purdue.edu](mailto:cospayroll@purdue.edu) know you need a social security number for payroll then watch for an email from ISS prompting you to pick up your SSN Request Form and instructions on how to apply for a Social Security number.

**Add or Update your Direct Deposit:**

1. Go to [www.purdue.edu](http://www.purdue.edu)
2. Click on the OneCampus Portal near the bottom of the screen.
3. Click on the SuccessFactors Tile.
4. Log in using Boilerkey.
5. Click on the Quick Links tile.
6. Click on Bank Details.
7. Enter and save your bank account information.

**Update your Address:**

1. Go to [www.purdue.edu](http://www.purdue.edu)
2. Click on the OneCampus Portal near the bottom of the screen.
3. Click on the SuccessFactors Tile.
4. Log in using Boilerkey.
5. Click on the My Profile tile.
6. Click on the pencil next to “Addresses”.
7. Update and save your address information.

**Update your Telephone:**

1. Go to [www.purdue.edu](http://www.purdue.edu)
2. Click on the OneCampus Portal near the bottom of the screen.
3. Click on the SuccessFactors Tile.
4. Log in using Boilerkey.
5. Click on the My Profile tile.
6. Click on the pencil next to “Contact Information”.
7. Update and save your phone information.

**View Your Pay Statements:**

1. Go to [www.purdue.edu](http://www.purdue.edu)
2. Click on the OneCampus Portal near the bottom of the screen.
3. Click on the SuccessFactors Tile.
4. Log in using Boilerkey.
5. Click on the Pay Statements tile.

**Glacier International Tax Questions/Updates to International Tax Forms:**

Email [tax@purdue.edu](mailto:tax@purdue.edu)

**US Citizens/Permanent Residents Tax Form Updates:**

1. Go to [www.purdue.edu](http://www.purdue.edu)
2. Click on the OneCampus Portal near the bottom of the screen.
3. Click on the SuccessFactors Tile.
4. Log in using Boilerkey.
5. Click on the My Profile tile.
6. Click on the Payroll tab or scroll down to the Payroll Information section.
7. Click on BSI TaxProfileFactory – Employee.
8. Click on Forms.
9. Click on View/Change Completed Forms.
10. Click on Change to update the selected form(s).