

# Human Resources **“How To”**

## **To Change Your Address:**

E-mail these three people with your new address

1. Your building secretary
2. Payroll, Gina Hayes at [ghayes@belmont.k12.ma.us](mailto:ghayes@belmont.k12.ma.us)
3. If you have health insurance with the Town, Shawna Healey at [shealey@belmont-ma.gov](mailto:shealey@belmont-ma.gov)

## **To Change Your Name:**

Send legal documentation (i.e., marriage certificate, social security card) to:

Human Resources Consuelo Abrisqueta at [cabrisqueta@belmont.k12.ma.us](mailto:cabrisqueta@belmont.k12.ma.us)

An electronic form will be generated to make the change with Technology.

## **To Update Your Teaching License Information in Rediker:**

1. Log into your ELAR profile with DESE
2. At the “Welcome to ELAR” screen, select “Check license status/history”
3. Scroll down to the “License information View/Print” button and click there
4. An unofficial license information page will open. Print or save as .pdf and send to Human Resources via email or interoffice mail.
5. Your license information will be updated in Rediker