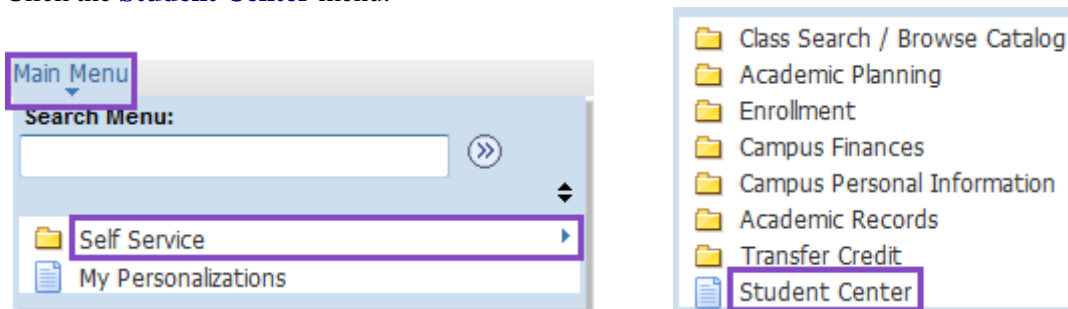


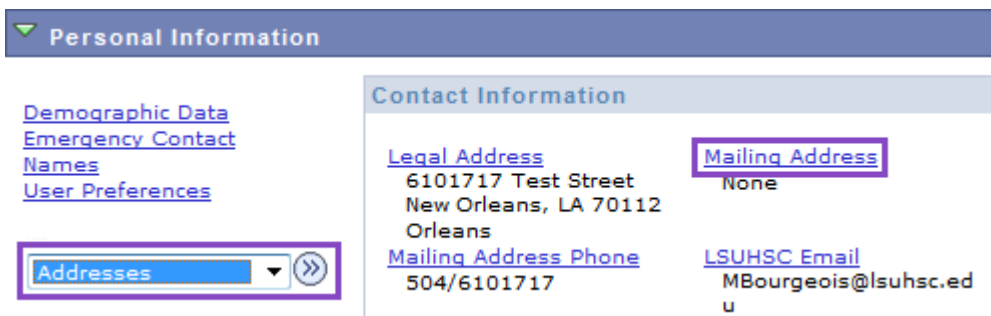
Modify Your Address

1. Click the **Main Menu** button.
Click the **Self Service** menu.
Click the **Student Center** menu.



2. Scroll to the Personal Information section of the Student Center page.
3. There are two methods for accessing your address information. The first is to Select **Addresses** from the **other personal...** drop-down box, and then click the **Go** button.

The second, demonstrated here, is to Click the **Mailing Address** link.



4. Click the **Add a new address** button to add a new address.
To modify an existing address, click the **edit** button.

Address Type	Address		
Dorm	433 Bolivar St New Orleans, LA 70112 Orleans	edit	delete
Legal	6101717 Test Street New Orleans, LA 70112 Orleans		

ADD A NEW ADDRESS

Job Aid

5. Enter the new information into the appropriate fields.
Click the **OK** button.

Country: United States [Change Country](#)
Address 1: 433 Bolivar St
Address 2:
Address 3:
City: New Orleans State: LA Louisiana Postal: 70112
Parish: Orleans
OK Cancel

6. **NOTE:** The check box next to the Address Types indicates the selected address type for the current address. An asterisk to the right of the address type indicates that another address is already associated with this type. Selecting an address type with an asterisk will override the previous association.

Click the **Dorm** option.

Address Types

- Mail
- Business
- Check
- Dorm
- Legal *
- Campus

7. You can select a date for the changes to take effect, and then click the **Save** button.

Date new address will take effect 02/21/2014
SAVE

8. Click the **OK** button. **OK**

9. Click the **Student Center** option from the **go to ...** drop-down list, and then click the **GO!** button, or click the Student Center link on your menu bar.

go to ...
Account Inquiry
My Academics
Personal Data Summary
Student Center
User Preferences
go to ...
Student Center **GO!**
Student Center