Modify Your Address

1. Click the **Student Center Fluid** tile.



2. The system defaults you into the **Academics Course History** option.

Click the drop-down button to the right of the **Academics** button to close the menu.

Click the drop-down button to the right of the **Personal Information** button to open the menu.

Student Center Fluid	
Academics	^
Course History	
View Grades	
View Unofficial Transcript	
View My Classes	
Class Search	
Shopping Cart	
Drop Classes	
Update Classes	
Swap Classes	
Browse Course Catalog	
My Planner	
Expected Graduation Term	
Advisors	
View Transfer Credit Report	
Finances	~
Personal Information	\sim
To Do List	~
Admissions	~

3. Click the **Address** menu option.



4. NOTE: Your Legal address cannot be edited or deleted. Contact the Office of Registrar for assistance with changing your Legal address. Your ISIR address is populated from the student's FAFSA. You can change your ISIR address on your <u>www.studentaid.gov</u> account.

Do not edit or overwrite a current mailing address.

Click the **plus** (+) to add a new mailing address.

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Test Street New Orleans LA 70112 Orleans	Address	From
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LA 70112 Current Orleans	New Orleans	
Orleans	LA 70112	Current
	Orleans	

5. An **Add Address** pop-up window displays.

A student will enter his/her new mailing information into the window.

In **Step 6**, you will enter example information into appropriate fields.

Cancel	Add Addre	SS	Sav
Туре	Mailing		
*From	05/17/2024	Copy From	
*Country	United States	Q	
*Address 1			
Address 2			
Address 3			
City			
State		Q	
Postal			
Parish			

6. In the Address 1 field, enter 6800 Tulane Ave.

In the Address 2 field, enter Apt. 210.

In the **City** field, enter **New Orleans**.

In the **State** field, enter **Louisiana**.

In the **Postal** field, enter **70112**.

In the **Parish** field, enter **Orleans**.

7. Click the **Save** button.

Cancel	Add Address	Save
Туре	Mailing	
*From	05/17/2024 E Copy From	
*Country	United States Q	
*Address 1	6800 Tulane Ave	
Address 2	Apt. 210	
Address 3		
City	New Orleans	
State	Louisiana Q	
Postal	70112	
Parish	Orleans	

8. The new mailing address information displays on the **Addresses** panel.

** Students must contact the Office of the Registrar to make changes to th	eir Legal address or phone number.	
Mailing Address		
+		
Address	From	
6800 Tulane Ave		
Apt. 210		
New Orleans	Current	>
LA 70112		
Orleans		

9. This completes **Modify Your Address**.