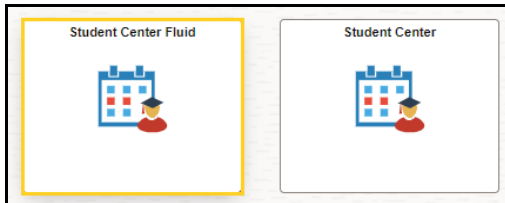


## Modify Your Address

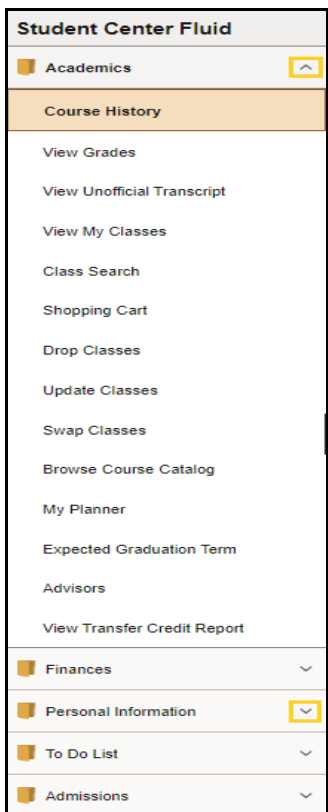
1. Click the **Student Center Fluid** tile.



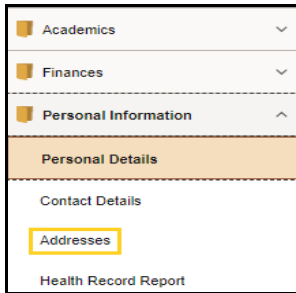
2. The system defaults you into the **Academics Course History** option.

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.



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 [www.studentaid.gov](http://www.studentaid.gov) account.**

Do not edit or overwrite a current mailing address.

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

The 'Addresses' page contains a green notice: "Students must contact the Office of the Registrar to make changes to their Legal address or phone number." Below this are three sections: 'Mailing Address' with a plus sign button, 'Legal Address', and 'ISIR Address Address'. Each section contains a table with columns for 'Address' and 'From'. The 'Mailing Address' section has a plus sign button highlighted with a yellow box. The 'Legal Address' and 'ISIR Address Address' sections are highlighted with purple boxes.

Address	From
Test Street New Orleans LA 70112 Orleans	Current >

Address	From
Test Street New Orleans LA 70112 Orleans	Current

Address	From
Test Street New Orleans LA 70112 Orleans	Current

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.

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.

# Job Aid

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

**Addresses**

\*\* Students must contact the Office of the Registrar to make changes to their Legal address or phone number.

**Mailing Address**

+

Address	From
6800 Tulane Ave Apt. 210 New Orleans LA 70112 Orleans	Current >

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