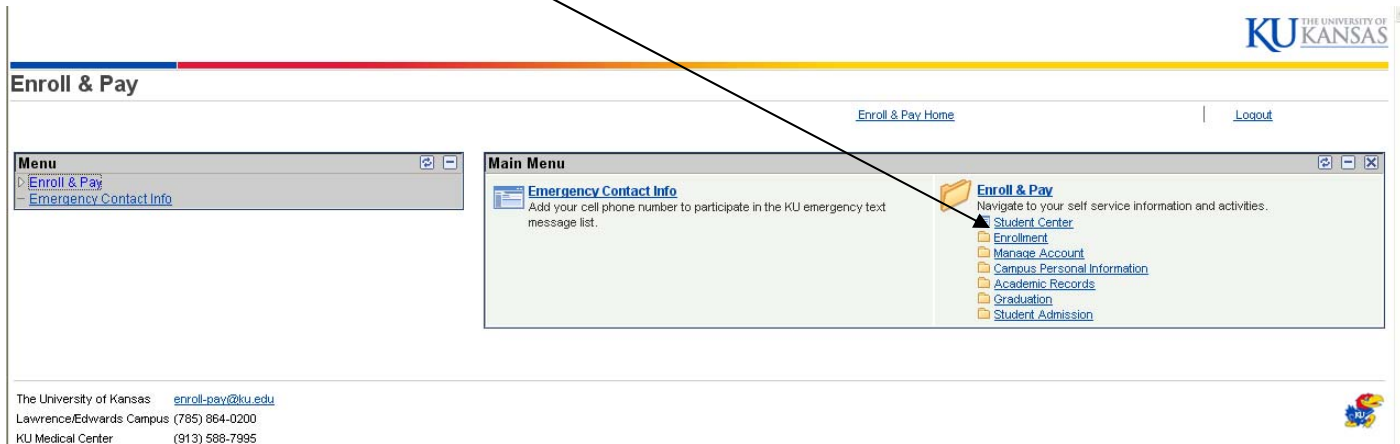
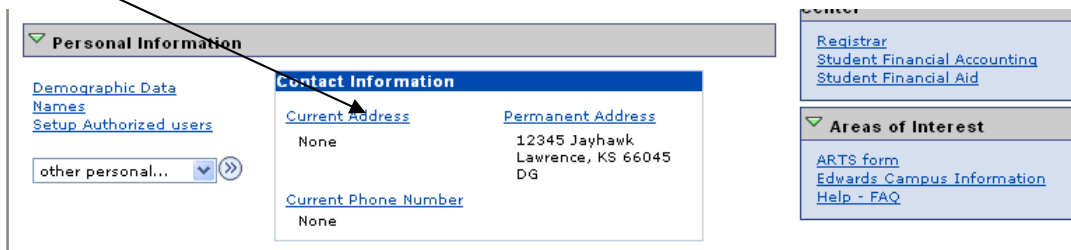


Updating your Address and Telephone Information

First, navigate to the Student Center.



Click here to update or add an address.



Click here to add a new address. Click the edit button to change an existing address or the delete button to remove it. Not all address types can be deleted.



First, use Address 1 and Address 2 lines and then tab to the Postal field and when you enter the zip code, the city and state will automatically populate. Then click on the OK button.

Edit Address

Country: United States [Change Country](#)

Address 1: 12345 Jayhawk

Address 2:

Address 3:

City: Lawrence State: KS Kansas Postal: 66045

County: DG

Next, you need to specify the address type. You can have the same address for all three types or different addresses. You can future date the change.

Joe Training

Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address

12345 Jayhawk
Lawrence, KS 66045
DG

[Edit Address](#)

Address Types

- Billing *
- Permanent *
- Jayhawk/Current

Date new address will take effect: 04/03/2008 (example: 12/31/2000)

[Return to Current Addresses](#)

Be sure to click on the Save button.

Below is your Save Confirmation. To exit this window, simply click on the OK button. Please do not use the back button on your browser.

Add a new address

Save Confirmation

The Save was successful.

Click here to update or add a telephone number.

Personal Information

Demographic Data
Names
Setup Authorized users

other personal... [v] [x]

Contact Information

Current Address: None
Permanent Address: 12345 Jayhawk
Lawrence, KS 66045
DG

Current Phone Number: None

Registrar
Student Financial Accounting
Student Financial Aid

Areas of Interest

ARTS form
Edwards Campus Information
Help - FAQ

Click here to add a new telephone number.

Joe Training [go to ...] [v] [x]

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	Telephone	Ext	Preferred	
Permanent [v]	785/333-3333		<input checked="" type="checkbox"/>	delete

Add A Phone Number

Save

* Required Field

[go to ...] [v] [x]

Then use the drop down to select the Phone Type, type in the number and then be sure click on the Save button.

Joe Training [go to ...] [v] [x]

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	Telephone	Ext	Preferred	
Permanent [v]	785/333-3333		<input checked="" type="checkbox"/>	delete
[v]	785/222-2222		<input type="checkbox"/>	delete

Billing
Cellular
Jayhawk/Current
Pager 1
Permanent
Work

* Required Field

[go to ...] [v] [x]

Below is your Save Confirmation. To exit this window, simply click on the OK button. Please do not use the back button on your browser.

Phone Numbers

Save Confirmation



The Save was successful.

OK