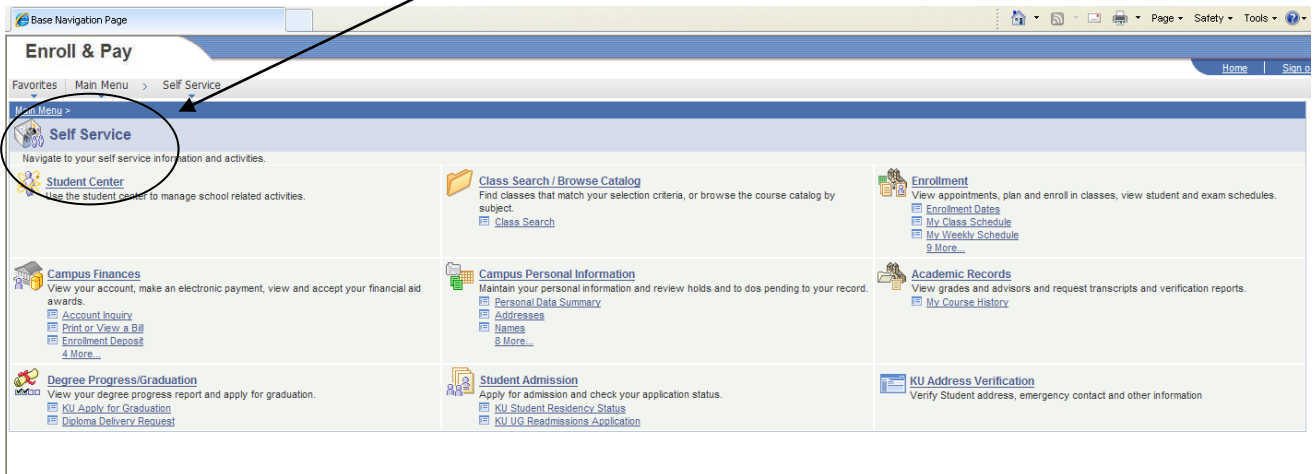
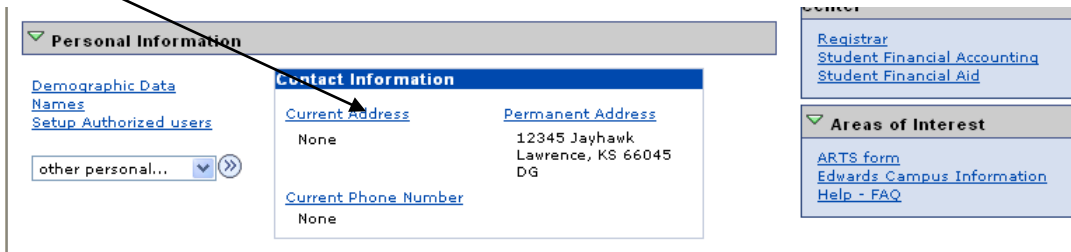


# Updating your Address and Telephone Information

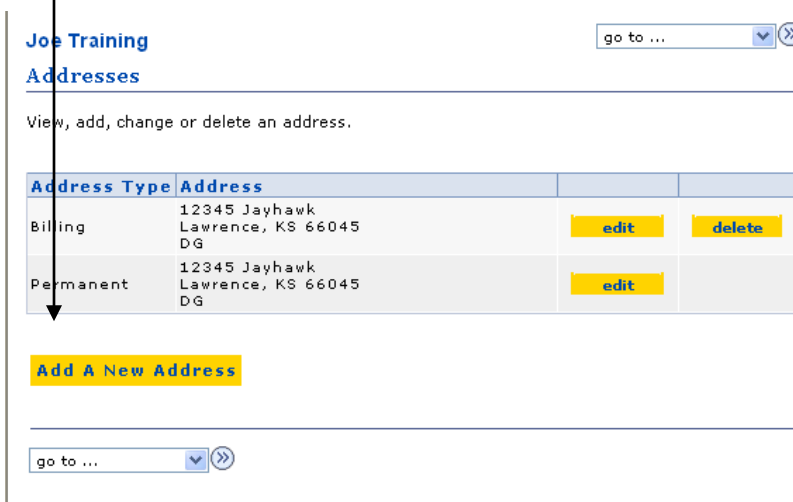
First, navigate to the Student Center.



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		Address Types
12345 Jayhawk	<a href="#">Edit Address</a>	<input type="checkbox"/> Billing *
Lawrence, KS 66045		<input type="checkbox"/> Permanent *
DG		<input checked="" type="checkbox"/> 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](#)      [Permanent Address](#)  
 None                              12345 Jayhawk  
    Lawrence, KS 66045  
    DG

[Current Phone Number](#)  
 None

**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"/>	<a href="#">delete</a>

**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"/>	<a href="#">delete</a>
[v]	785/222-2222		<input type="checkbox"/>	<a href="#">delete</a>

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**