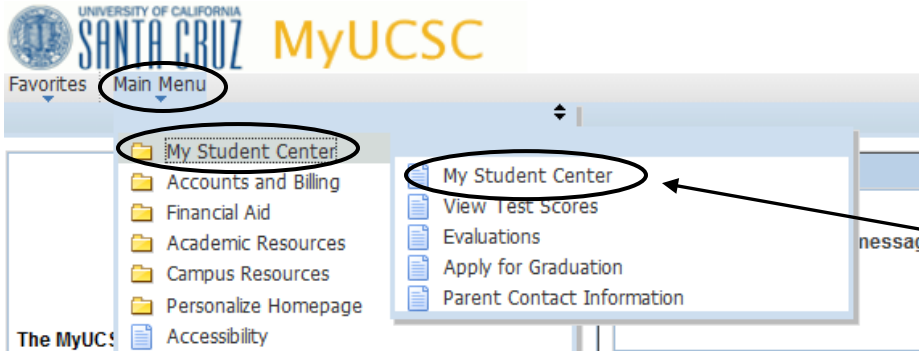
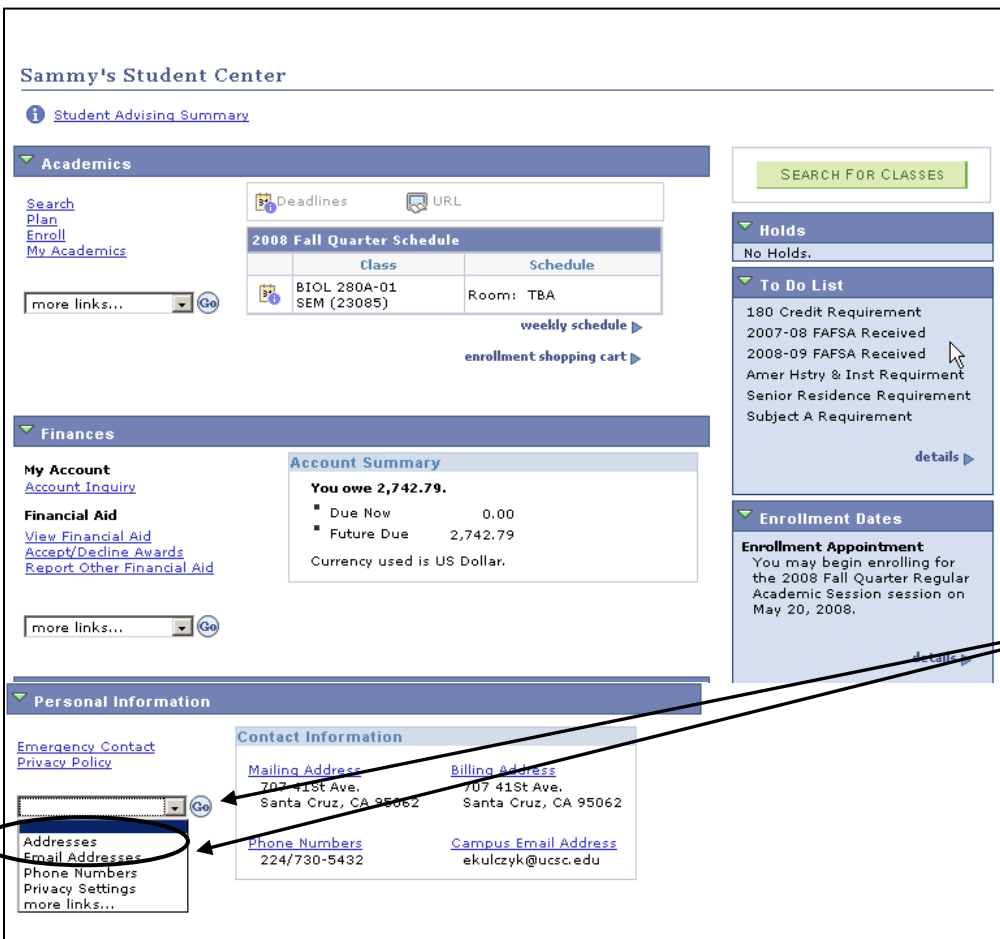


How to Add or Update Addresses

1) Sign into your student portal at my.ucsc.edu.



2) Click **Main Menu**, then **My Student Center** folder, then **My Student Center** page



3) In the Personal Information section, choose **Addresses** from the drop down menu. Click "Go."

Add an Address

Personal Information Security

addresses phone numbers email addresses emergency contacts

Addresses

View, add, change or delete an address.

Address Type	Address		
Mail	123 Sample St Santa Cruz, CA 95062	edit	
Billing	123 Sample St Santa Cruz, CA 95062	edit	delete
Permanent	123 Sample St Santa Cruz, CA 95062	edit	
Residence	123 Sample St Santa Cruz, CA 95062	edit	delete

[ADD A NEW ADDRESS](#)

4) To add an address, click **Add a New Address**.

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: Postal:

Country:

4a) If the address is in the United States, skip to step 4c. If the address is not in the United States, click **Change Country**.

Look Up Country

Search by: Country begins with

[Advanced Lookup](#)

Search Results

[View All](#) First 1-100 of 247 Last

Country	Description
ARW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALA	Aland Islands
ALB	Albania
AND	Andorra

4b) Scroll through the list to pick the country, or enter the first letter in the country name and click **Look Up**.

Edit Address

Country: United States [Change Country](#)

Address 1: 990 Slug Drive

Address 2:

Address 3:

City: Capitola State: CA California Postal: 95010

County:

4c) Enter the address and click **OK**.

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

990 Slug Drive
Capitola, CA 95010 [Edit Address](#)

Date new address will take effect: 02/26/2009 (example: 12/31/2000)

[Return to Current Addresses](#)

Address Types

- Mail *
- Billing
- Permanent *
- Foreign
- Residence *

4d) Select the address type(s) for this address. Definitions of each address type can be found in *The Navigator* under "Address Changes."

4e) Enter the date the new address should begin to be used.

4f) Click **Save**.

Add a new address

Save Confirmation

The Save was successful.

4g) This screen confirms the address was saved. Click **OK**.

Update an Address

Personal Information Security

addresses phone numbers email addresses emergency contacts

Addresses

View, add, change or delete an address.

Address Type	Address		
Mail	990 Slug Drive Capitola, CA 95010	edit	
Permanent	123 Sample St Santa Cruz, CA 95062	edit	
Residence	990 Slug Drive Capitola, CA 95010	edit	delete

ADD A NEW ADDRESS

5) To update an address, click the **Edit** button next to the address. Follow steps 4a – 4g above.

Delete an Address

6) To delete an address, click the **Delete** button next to the address. Some address types are required and so cannot be deleted, only updated.

Addresses

Delete Address

Delete Billing Address

123 Sample St
Santa Cruz, CA 95062

Date delete will take effect: 02/26/2009 B (example: 12/31/2000)

DELETE [Return to Current Addresses](#)

6a) Enter the date after which this address should not be used.

6b) Click **Delete**.

Delete Address

Delete Confirmation

? Are you sure you want to delete this address (Billing)?

YES - DELETE NO - DO NOT DELETE

6c) Click **Yes - Delete**.