
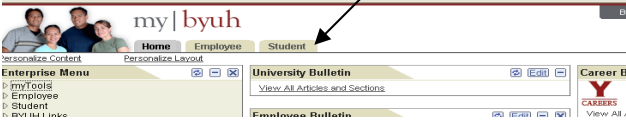
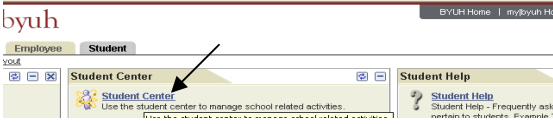


# Updating your Mailing Address

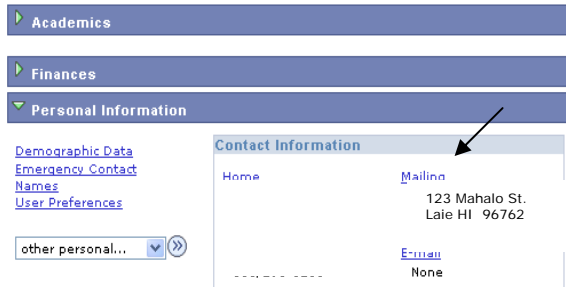
1. Go to 

2. Click the Student Tab 

3. Click the Student Center 

4. Click Mailing Address and Update your address. Don't Forget to Save it!!

## Suzie Aloha's Student Center



Academics

Finances

Personal Information

Demographic Data

Emergency Contact

Names

User Preferences

other personal... >>

Contact Information

Home 123 Mahalo St. Laie HI 96762

Mailing None

5. If the Mailing Address has been inactivated (or it says none) then an additional step may need to be preformed. Click the Mailing to add a new Mailing address.



Contact Information

Home 123 Mahalo St. Laie HI 96762

Mailing None

6. Since no "Mailing" Address is there, you will have to Click "Add a New Address."

Addresses

View, add, change or delete an address.

| Address Type | Address                         |      |
|--------------|---------------------------------|------|
| Home         | 123 Mahalo St.<br>Laie HI 96762 | edit |
| ISIR         |                                 |      |

ADD A NEW ADDRESS

7. Type in the new address. If it is not a U.S. address, make sure you first change the country. Press OK.

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:  State:  Postal:

County:

OK Cancel

8. Click that this is the Mailing Address. Don't Forget To Save!!!

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

123 Mahalo St.  
Laie, HI 96762 [Edit Address](#)

Date new address will take effect 12/08/2008 (example: 12/31/2000)

SAVE [Return to Current Addresses](#)

Address Types

- Home \*
- Mail
- Business
- Billing
- Res Off Campus
- ISIR \*
- Work