

Updating Your Address Information

You can view and update the address information that is currently on file for you.

The screenshot shows the University of Western States website interface. At the top left is the university logo and name: "UNIVERSITY of WESTERN STATES Integrating Health and Science". Below this is a navigation bar with tabs: Home, Register, Classes, Finances, Grades, Search, and My Profile. Underneath the navigation bar is a sub-menu with options: Account Information, Personal Information, Ethnicity and Race, Addresses, and Phone Numbers. The main content area is titled "My Address" and contains three columns. The left column has a "My Address" header and two buttons: "Add Address" and "Manage Addresses". The middle column is titled "Current Preferred" and displays the address: "Type: Mailing Address, 7420 S. MYRTLE RD., MYRTLE CREEK, OR 97457, United States", with an "Edit Address" button below it. The right column is titled "New" and contains the text "Moving soon? Set up and schedule a future address change." with an "Add Address" button. The far right column is titled "Manage" and contains the text "View and Manage all of your existing address information." with a "Manage Addresses" button.

Editing Your Preferred Address

You can update the *Current Preferred Address* that you want us to use to contact you.

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. View your *Current Preferred* address.
4. Select **Edit Address**.
5. Enter the necessary changes to your preferred address.
6. Select **Save** to record your changes.

Adding a New Address

If you will be residing in a different address in the future, you can add that address information.

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. View your *Current Preferred* address.
4. Select **Add Address**.
5. Enter the information for the new address.
6. Select **Save**.

Viewing and Managing Your Addresses

You can view all of your address information and make any necessary changes.

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. Select **Manage Addresses**.
4. View your *Current Preferred* address at the top of the list of addresses.
5. Choose to display your addresses in the **Card View** or **List View**.
6. Follow the corresponding steps.

To	Follow These Steps

Change your Preferred Address	<ol style="list-style-type: none"> 1. For the address you want us to use to contact you, select Make Preferred. 2. Select OK to confirm that you want to change your preferred address.
Add a New Address	<ol style="list-style-type: none"> 1. Select Add Address on the Card View or Add Address on the List View. 2. Enter the information for your new address. 3. Select Save to record your new address.
Edit an Address	<ol style="list-style-type: none"> 1. For the address you need to update, select Edit. 2. Enter the necessary changes to the address. 3. Select Save to record your address changes.
Delete (make inactive) an Address	<ol style="list-style-type: none"> 1. For the address you need to make inactive, select Delete. 2. Select OK to confirm that you want to delete the address.

Home Register Classes Finances Grades Search My Profile

Account Information Personal Information Ethnicity and Race Addresses Phone Numbers

Manage Addresses

Card View List View

Type	Address	Active Date	Actions
Mailing Address(Preferred)	7420 S. MYRTLE RD. MYRTLE CREEK, OR 97457	11/1/2017	Edit Add Address
Business Address	2900 NE 132ND AVE. PORTLAND, OR 97230	2/15/2017	Edit Delete Make Preferred Add Address