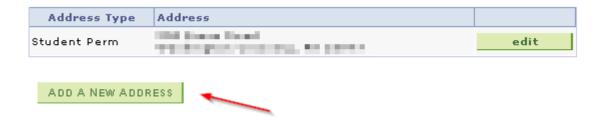


# **How to Add A Semester Address**

1. Click the "Add A New Address" button.



2. Enter your semester address and then click the "OK" button.



3. On the next page – check the box in front of the Address Type of "Semester" and then click the "Save" button. Please leave the effective date as the date you are adding the semester address.

#### 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.



4. You will see a Save Confirmation page and click the "OK" button.

#### Add a new address

## **Save Confirmation**



5. You will be returned to the original page. Review the semester address you added and if all is OK, click the "Yes. This is correct." button. If you need to make a correction or change to the semester address, please use the "edit" button.



You will now to able to access your Student Center.