With MyBlugold CampS, you can now edit most of your personal information by yourself. This document will help you edit your address information.

*NOTE: To delete an address, contact the Registrar's Office. However, as most addresses can be edited, this will usually be unnecessary.*

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**Adding a New Address**

1. Access Campus Personal Information.
2. Select *Addresses*.
3. Click *Add a New Address*.

   The *Edit Address* web page appears.

   ![Edit Address](image)

4. In the text boxes, type desired information.
5. Click *Ok*.
The Address Confirmation web page appears.

6. In the Add a new address section, verify your new address.

7. In the Address Types section, select the appropriate option.  

   HINT: For a description, refer to Types of Addresses.

   The option is selected when a checkmark appears.

   WARNING: Select only one choice.

8. Select the date that the new address will take effect.

9. Click Save.

10. Click Ok.

Edit an Existing Address

For students, you may need to edit your addresses relatively often. Whenever you move into a new apartment or if your parents move, you will need to edit your addresses in MyBlugold CampS so that the University can send you pertinent information.

1. Access Campus Personal Information .

2. Select Addresses.

3. In the row of the address you would like to change, select Edit.

   The Edit Address web page appears.
4. Using the text boxes and pull-down menus, edit the desired information.

5. Click **OK**.

   The *Address Confirmation* web page appears.

6. In the *Change Address* section, verify that you have correctly typed your new address.

7. In the *Address Types* section, select the appropriate option.

   **HINTS:** For a description, refer to *Types of Addresses*.

   The option is selected when a checkmark appears.

   **WARNING:** Select only one choice.

## Types of Addresses

There are two different address types kept on record by the University:

- **Home**, which is your permanent address (most undergraduate students list the postal address of their parents).

- **Mail**, your local or temporary address (This should only be entered if it is different than your *Home* address and if you are not living in a Residence Hall. Residence Hall addresses will be updated internally based on room assignments.)