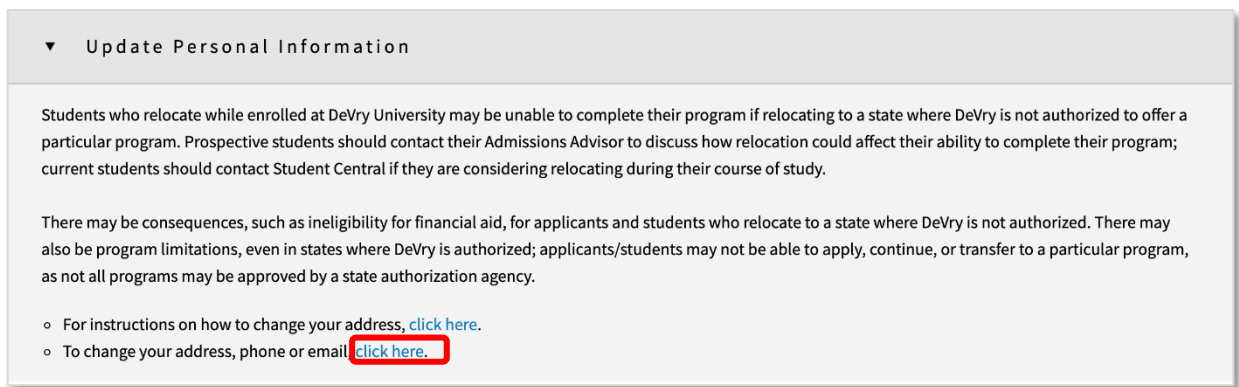


HOW STUDENTS CHANGE THEIR ADDRESS

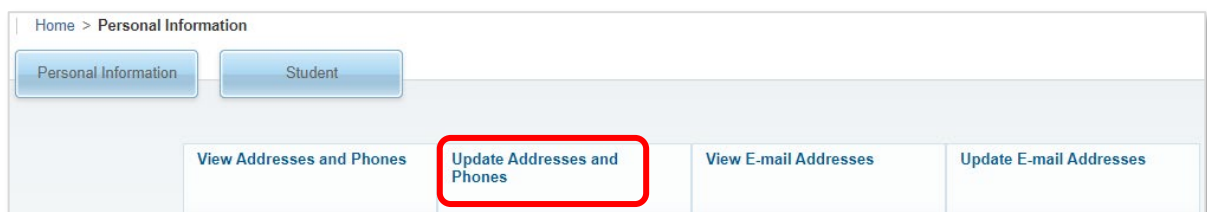
1. Log into the DeVry University [Student Portal](#)
2. Click **your name** then click **Update Personal Information**



3. Review the information and select the **click here** link on the second bullet point.



4. Click **Update Addresses and Phones** to enter a new address or phone number or change an existing one. Students can also select Update E-mail Addresses for to change your email.



HOW STUDENTS CHANGE THEIR ADDRESS

5. Follow the prompts to edit a current address by clicking the **Current** hyperlink or by selecting a new type of address to insert and selecting **Submit**. Possible address types are: Alumni, Billing, Mailing and Permanent Home.

- a. Editing the current address brings you to this screen. Enter required fields and click **Submit**.

HOW STUDENTS CHANGE THEIR ADDRESS

b. Entering a new address brings you to this screen. Enter required fields and click **Submit**.

Home > Update Addresses and Phones - Update/Insert

Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. When updating an address you do not need to change the Valid From This Date value.

Permanent Home Address

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

Country Code	Area Code	Phone Number	Extension	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Phone Type	Country Code	Area Code	Phone Number	Ext.	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>