

Add & Edit Addresses

1. Click **Campus Community**.
2. Click **Personal Information**.
3. Click **Biographical**.
4. Click **Addresses/Phones**.
5. Click **Addresses**.
6. Enter the desired **ID number** or **Last Name** and **First Name**.
Note: To view address history, click **Include History**.
☐ **Include History**
7. Click **Search**. Addresses are shown. If more than two addresses exist, click **View All** to see all addresses.
8. Click **Edit Addresses**.
9. Enter **Address**.
10. Enter **City**.
11. Enter **State** or click the **Look Up** icon for the **State** field and click **Look Up**. Then, choose the appropriate state.
12. Enter the **Zip Code**.
13. Click **OK**.
14. Select the **Address Type**.

my.SMU

Addresses

Kennedy Mustang 12345678

| Address Type | Address | Effective Date | Status | Updated By | Updated | Edit/View Address Detail |
|--------------|------------------------------------|----------------|--------|------------|-----------------------|--------------------------|
| Home | 123 Mustang Way Dallas TX 75275 | 06/30/2014 | Active | | 06/30/2014 10:44:06AM | Edit/View Address Detail |
| Mailing | PO Box 1234 Dallas TX 75275 | 06/30/2014 | Active | | 06/30/2014 10:45:27AM | Edit/View Address Detail |

Add Address

Effective Date: 07/30/2014 Status: Active

Country: USA United States

Address: 3140 Oyer Street
Dallas TX 75075

Submit Reset

Add Address Types

- Home
- Mailing
- Business
- Check
- Dormitory
- Legal
- Campus
- Other
- Billing
- Permanent
- Preferred
- Veteran
- Home Fax
- Original Country Home Address

Select the Address Type.

15. Click **Submit**.
16. Click **Edit/View Address**. The **Address History** is shown.
17. To remove an address, click the **Remove** icon.
18. Click **OK** to exit.
19. **Process Complete**.