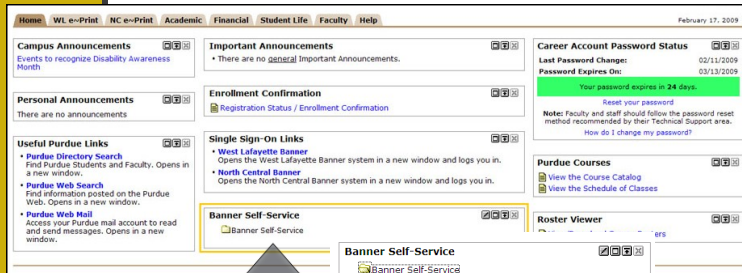
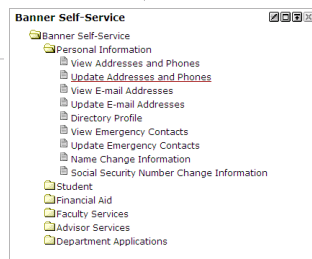
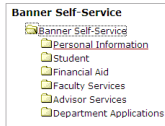


HOW TO CHANGE AND UPDATE YOUR ADDRESS

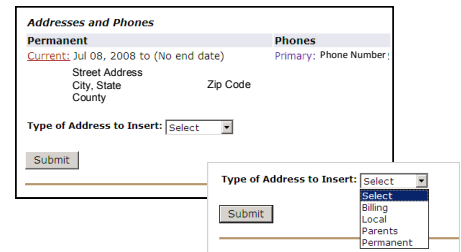


1. Log on to myPurdue using your career account and password.
2. Inside the box labeled **Banner Self-Service**, click on the folder entitled "Banner Self-Service" as indicated by the arrow.



3. From the options revealed, click on the title "Personal Information" underlined in red.
4. To view current information on file, select "View Addresses and Phones." To make changes to your information, select "Update Address and Phones."

5. If this information is correct, click on the word **current** to make updates or changes. If the information is correct, but you would like to add another address for billing purposes, click on the drop down bottom for **Type of Address to Insert** for a menu of options. Once you have chosen the address type, follow the remaining instructions.



Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>

Submit Reset

Select a Different Address to Update

RELEASE: 7.3 [View Addresses and Phones](#)

6. Make the necessary changes on the form provided, shown to the left.
7. Once all desired corrections have been made, scroll down and click the submit button at the bottom of the page.

8. Your changes have been submitted. To log-out of myPurdue, click on the word **Logout** in the top right-hand corner of the screen.