

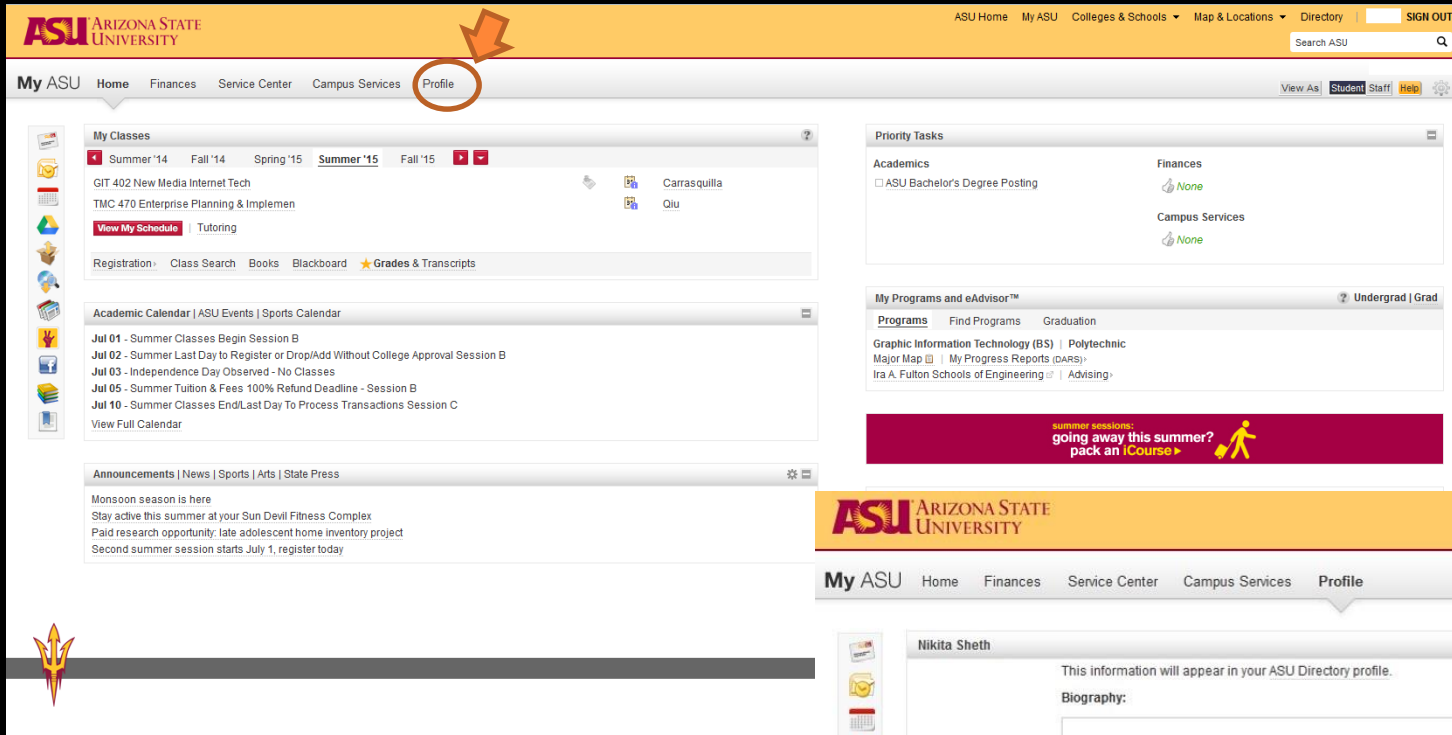


[How to update or add your LOCAL Address On MyASU]

Local Address is your residential address here in the USA

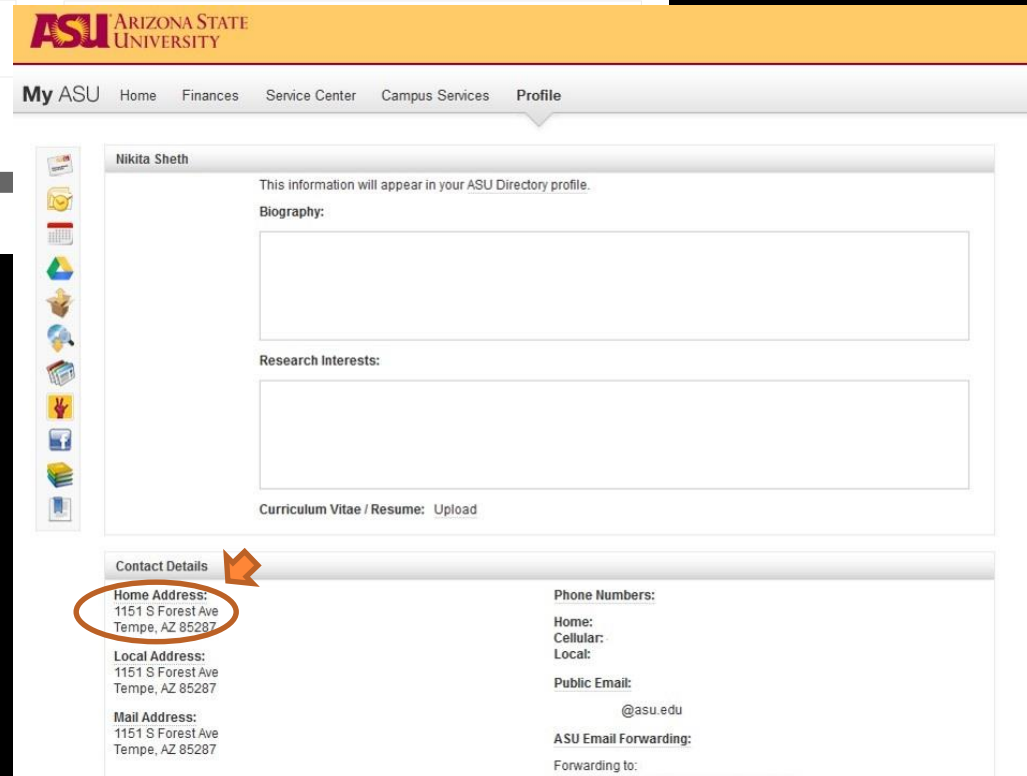


1. Log into you MyASU and go to your Profile tab



The screenshot shows the MyASU homepage. The navigation bar at the top includes "ASU ARIZONA STATE UNIVERSITY" on the left and "ASU Home My ASU Colleges & Schools Map & Locations Directory SIGN OUT" on the right. Below the navigation bar, the "My ASU" section has a menu with "Home", "Finances", "Service Center", "Campus Services", and "Profile". The "Profile" tab is circled in orange, and an orange arrow points to it from the top. The main content area is divided into several sections: "My Classes" (showing Summer '15 classes), "Priority Tasks" (Academics, Finances, Campus Services), "My Programs and eAdvisor™" (Undergrad | Grad), and "Announcements". A banner at the bottom right says "summer sessions: going away this summer? pack an iCourse".

2. Click on any of your addresses listed on this page. It will take you to another page where to you can add or update a new address



The screenshot shows the MyASU Profile page for Nikita Sheth. The navigation bar at the top includes "ASU ARIZONA STATE UNIVERSITY" on the left and "My ASU Home Finances Service Center Campus Services Profile" on the right. The "Profile" tab is highlighted. The main content area is divided into several sections: "Biography" (with a large empty text box), "Research Interests" (with a large empty text box), "Curriculum Vitae / Resume: Upload", "Contact Details" (with an orange arrow pointing to it), "Home Address: 1151 S Forest Ave Tempe, AZ 85287", "Local Address: 1151 S Forest Ave Tempe, AZ 85287", "Mail Address: 1151 S Forest Ave Tempe, AZ 85287", "Phone Numbers: Home: Cellular: Local:", "Public Email: @asu.edu", and "ASU Email Forwarding: Forwarding to:". A vertical sidebar on the left contains various icons for navigation.

3. If you do not have a Local address as Address Type, click on **Add a New Address**. If you have a Local address, simply click on **Edit**

Addresses

View, add, change or delete an address.

Address Type	Address	
Mail	1151 S Forest Ave Tempe, AZ 85287	edit
Home	1151 S Forest Ave Tempe, AZ 85287	edit

[ADD A NEW ADDRESS](#)

Addresses

View, add, change or delete an address.

Address Type	Address	
Mail	1255 E University Dr Tempe, AZ 85281	edit
Local	1255 E University Dr Tempe, AZ 85281	edit
Home	1255 E University Dr Tempe, AZ 85281	edit
SEVIS Address	A/51 Highway Apartments, Behind Fort Hill, Mumbai 400-030 Maharashtra India	edit

4. Type in your local address

Address 1 must include street number and street name

List apartment number in Address 2

PO box, university address, and business address cannot be listed

Then click Ok

ASU ARIZONA STATE UNIVERSITY

My ASU Home

Edit Address

Country: United States [Change Country](#)

Address 1: 1151 S Forest Ave

Address 2:

Address 3:

City: Tempe State: AZ Arizona Postal: 85287

OK Cancel

5. Be sure to choose Address Type 'Local' if it is not pre-selected. Then click save once all changes made and are correct.

Addresses

Change 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.

Change Address

1151 S. Forest Ave
Tempe, AZ 85287

[Edit Address](#)

Date changes will take effect

06/30/2015  (example: 12/31/2000)

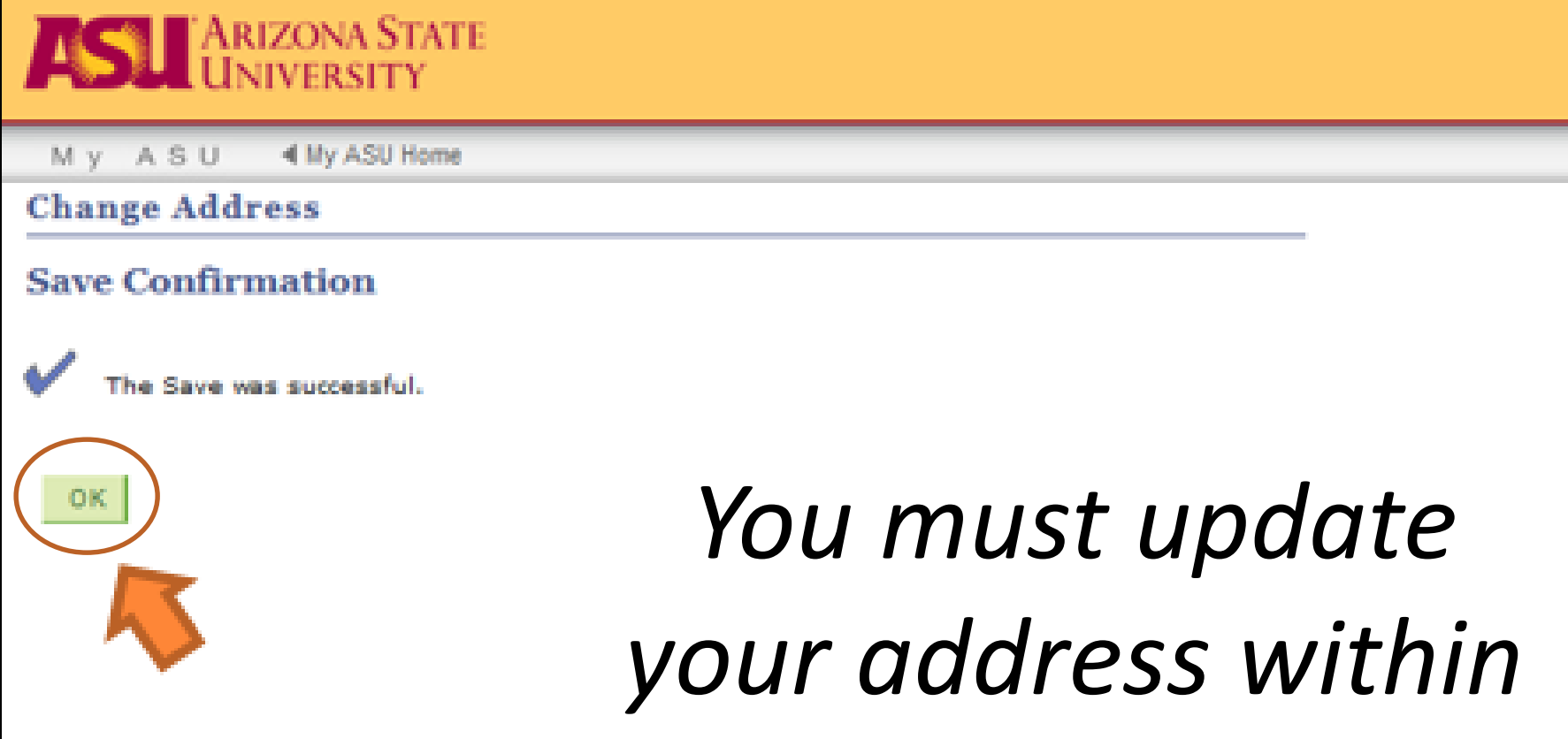
SAVE

[Return to Current Addresses](#)

Address Types

- Campus Location
- Mail
- Local
- Billing
- Home
- SEVIS Address
- Mapp/Tag
- Permanent
- Other 2

6. Click Ok to return back to MyASU



ASU ARIZONA STATE UNIVERSITY

My ASU My ASU Home

Change Address

Save Confirmation

✓ The Save was successful.

OK

*You must update
your address within
10 days of moving*