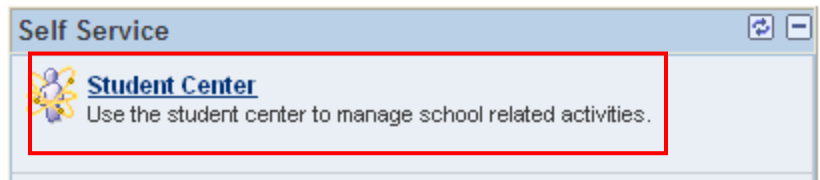


HOW TO MANAGE YOUR ADDRESS IN PAWS

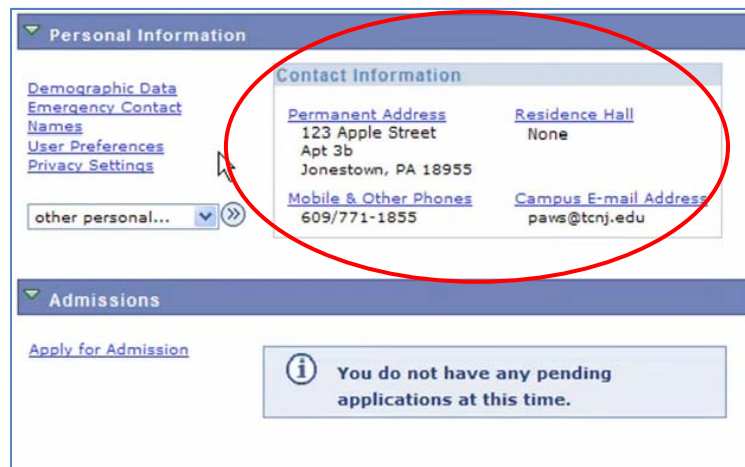


Viewing Your Address

1. Sign in to PAWS.
2. On the PAWS Home page, select the [Student Center](#) link. *This will take you into the Student Center, where you can access your [Personal Information](#), including your [Address Information](#).*



4. In the Student Center, scroll down to the [Personal Information](#) section.
5. Review the address that appears under the [Permanent Address](#) section.



Updating Your Address

1. In the Personal Information section of the Student Center, select "Addresses" from the "Other Personal. . ." drop-down box. Then click the Go button .



- On the next page, you will see the address(es) we have on file for you in PAWS. To update an address, click the **edit** button, next to the address you wish to update.

Patricia Aws go to ...

Personal Information Security Participation

addresses names phone numbers email addresses emergency contacts demographic information

Addresses

View, add, change or delete an address.

Address Type	Address	
Student Perm	123 Apple Street Apt 3b Jonestown, PA 18955	edit

ADD A NEW ADDRESS

- On the next page, enter the updated address information. Then click **OK**.

Edit Address

Country: United States [Change Country](#)

Address 1: 123 Campus Circle

Address 2: Unit 1855

Address 3:

City: Collegiate City State: NJ New Jersey Postal: 12345

County:

OK **Cancel**

- You will be asked to verify your updated address information, and the date on which the changes should take effect. Click **SAVE** to save the changes.

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	Address Types
123 Campus Circle Unit 1855 Collegiate City, NJ 12345 Edit Address	<input checked="" type="checkbox"/> Student Perm <input type="checkbox"/> Res Hall * <input type="checkbox"/> Semester

Date changes will take effect (example: 12/31/2000)

SAVE

[Return to Current Addresses](#)

How to Manage Your Address in PAWS

5. On the next page, you will receive a message to let you know that the Save was successful.
6. Review the address to ensure that the changes are accurate.

Address Type	Address	
Student Perm	123 Campus Circle Unit 1855 Collegiate City, NJ 12345	edit
Res Hall	College Houses Pen1942-D	