

## Updating your Address and Telephone Information

Students may receive an email alerting them that their local address may be missing. To add in a missing address, click on your Personal Details tile.



Click on the Address page to view any addresses located in Enroll & Pay. KU sends all University business communications to the Jayhawk/Current address. The Campus Address is only listed if you live in KU Housing and will be considered your current address.

A screenshot of the "KU Personal Details" web interface. The top navigation bar includes "Student Homepage" and "KU Personal Details". Below the navigation bar, the user's profile is shown with a photo and ID number "1111111". A sidebar on the left lists various options: "Addresses" (highlighted in green), "Contact Details", "Emergency Contacts", "Ethnicity", "Holds", "Honors and Awards", "KU Student Residency Status", "Update Name &amp; Pronouns", and "To Do's". The main content area is titled "Addresses" and shows two sections: "Campus Address" (No address defined) and "Permanent Address". Under "Permanent Address", there is a table with one entry: "1111 Maine St, Kansas City, KS 66111" with a "From" column showing "Current" and a right-pointing arrow. Below this, the "Jayhawk/Current Address" section is also empty, with a green-bordered button labeled "Add Jayhawk/Current Address" at the bottom.

Select **Add Jayhawk/Current Address** to begin.

Edit the address and click **Save**.

**Cancel** **Edit Address** **Save**

Type Jayhawk/Current

\*Country  x Q

\*Address 1

Address 2

Address 3

City

State  Q

Postal

County

**Delete**

A confirmation of your change will appear at the top of the page.

Student Homepage **KU Personal Details** Home

Your Jayhawk/Current address has been added

**Addresses**

- Contact Details
- Emergency Contacts
- Ethnicity
- Holds
- Honors and Awards
- KU Student Residency Status
- Update Name & Pronouns
- To Do's

**Addresses**

**Campus Address**

No address defined

**Permanent Address**

Address	From
1111 Maine St Kansas City KS 66111	Current >

**Jayhawk/Current Address**

Address	From
1746 Engel Road Room 222 Lawrence KS 66044 DOUGLAS	Current >

### Updating Contact Information

To update telephone numbers or email addresses, select the Contact Details page and add/edit information, as necessary.

