

HOW TO REQUEST AN ADDRESS AND/OR PHONE NUMBER CHANGE

1. Log in to Web Advisor
2. Click on **Current Students**
3. Under the heading "**USER ACCOUNT**" click on "**Address Change**".
4. The following screen will be displayed:

Address Change

Address Information For
Jane Doe

Street Address/Apartment
Apt #101
2201 Hull Rd

City State Zip

County

Country

Phone Number	Ext	Type
<input type="text" value="1-910-555-0000"/>	<input type="text"/>	<input type="text" value="H Home"/>
<input type="text" value="1-910-678-0000"/>	<input type="text"/>	<input type="text" value="CELL Cell phone"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Effective Start Effective End

SUBMIT

5. **Enter** the new Address and/or phone number.
6. **Enter** the "Current Date" as the Effective Start Date.
7. Then click **SUBMIT**

Clicking the **SUBMIT button sends an electronic** 'Request to Change' your address and/or phone number to the Registration & Records Office. Your address/phone number will be updated within 24-72 hours.

NOTE: Please check and make sure that you enter the address/phone number correctly because the data you entered will be uploaded directly into the student information system. Registration and Records Office will not re-key your information.