Addresses
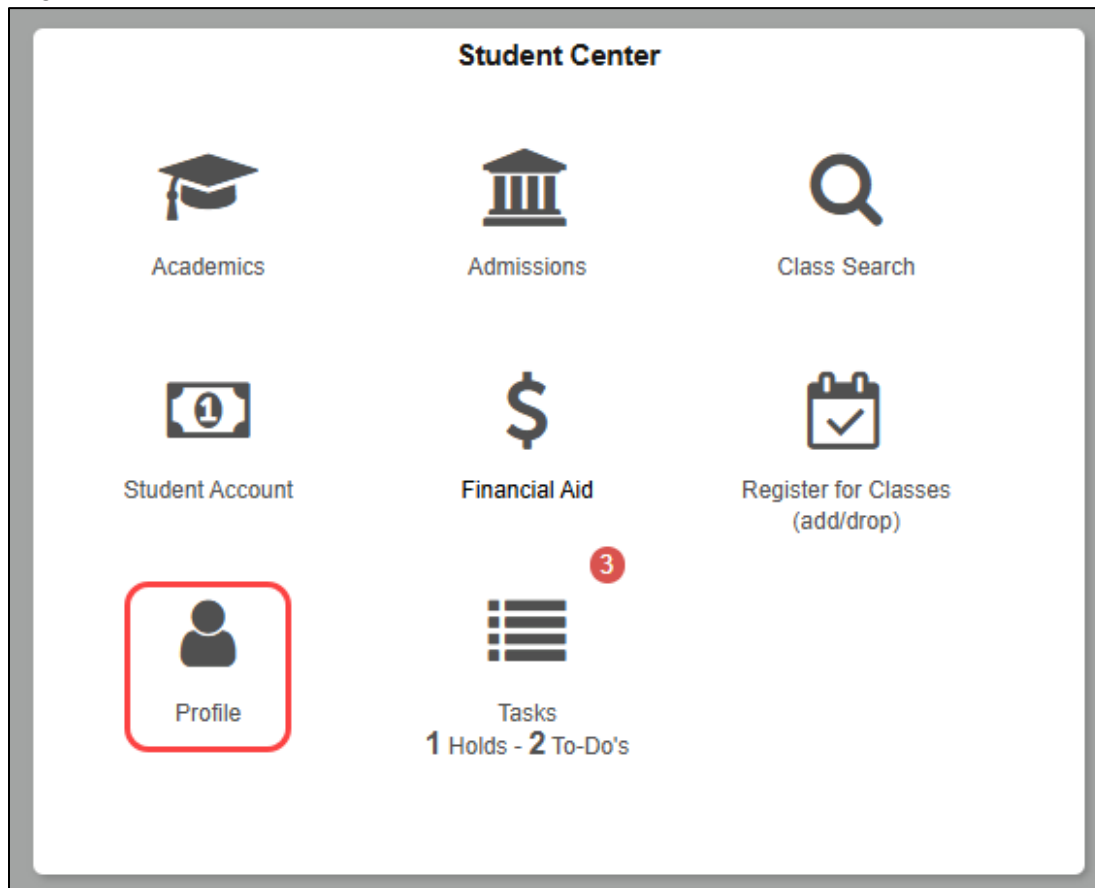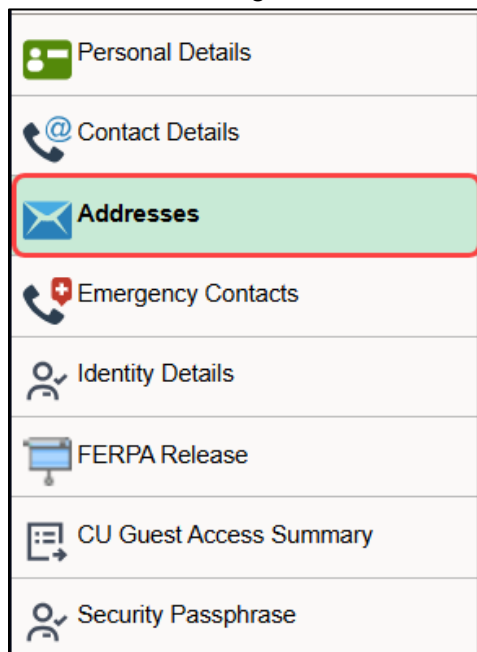
1. Log into the UCDAccess student portal and click the **Profile** icon within the Student Center.

2. In the left side navigation menu, click **Addresses**.

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Addresses

Add a New Address

3. Use the **+** under the address type being updated to open the Add Address window.

Address Type Definitions:
*   **Home** - Your legal or permanent place of residence.
*   **Mailing** - Where you receive your mail, if different from Home.
*   **Local** - Where you will be physically located while accessing CU classes/course content this semester.

4. Within the Add Address window, enter the new address details. For the *From* field, enter or select the date that the address will be effective (must reflect the current date or a date in the future). This date informs CU of when the address is valid and will help ensure timely and accurate use of the address. **Note:** Adding a new address will overwrite any exiting addresses for that address type, on or after the selected *From* date.

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After the new address details have been entered, select **Save**.

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Addresses

Edit an Address

1. To edit an address, select the address that needs to be edited to open Edit Address window.

2. Within the Edit Address window, update the address details, then select **Save**.

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Addresses

Note: Address edits will be reflected and effective immediately.

For questions or additional help with updating an address, please contact the CU Anschutz Office of the Registrar at Registrar@CUAnschutz.edu or visit: https://www.cuanschutz.edu/registrar

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