Adding or Updating your Address

For university purposes, we encourage you to keep your address information current to ensure delivery of important campus mailings. Address changes are verified and formatted to meet USPS postal regulations upon saving. Failure to edit your address when prompted to may result in your mail being undeliverable.

Below is a brief description of the address types:

**Home:** This is your parent’s or your permanent address

**Local:** If you do not reside at the home address or in a dormitory, add a local address

**Dormitory:** Is maintained by the Residence Life Office. If incorrect, contact their office.

To Update an Address

1. Login to Titan Web and click the Address link under Personal Information.
2. A list of your addresses on record with the university will display, with alternative links to make address changes at the bottom of the page.
   a. If you want all of your university correspondence to go to the same address, click on the *Home Address* Link at the bottom of the page.
   b. To add a local address, click *Add a New Type of Address* link and proceed.

To Delete an Address

1. Follow steps 1 and 2 above.
2. A link to delete an address will appear only with local address.
3. You cannot delete a home address, only edit it.