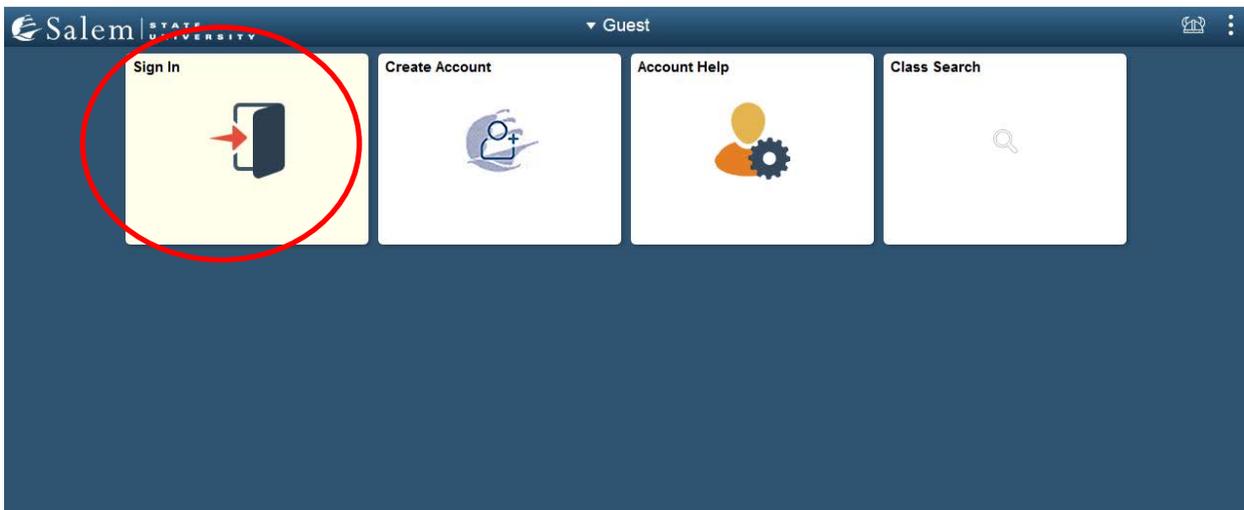


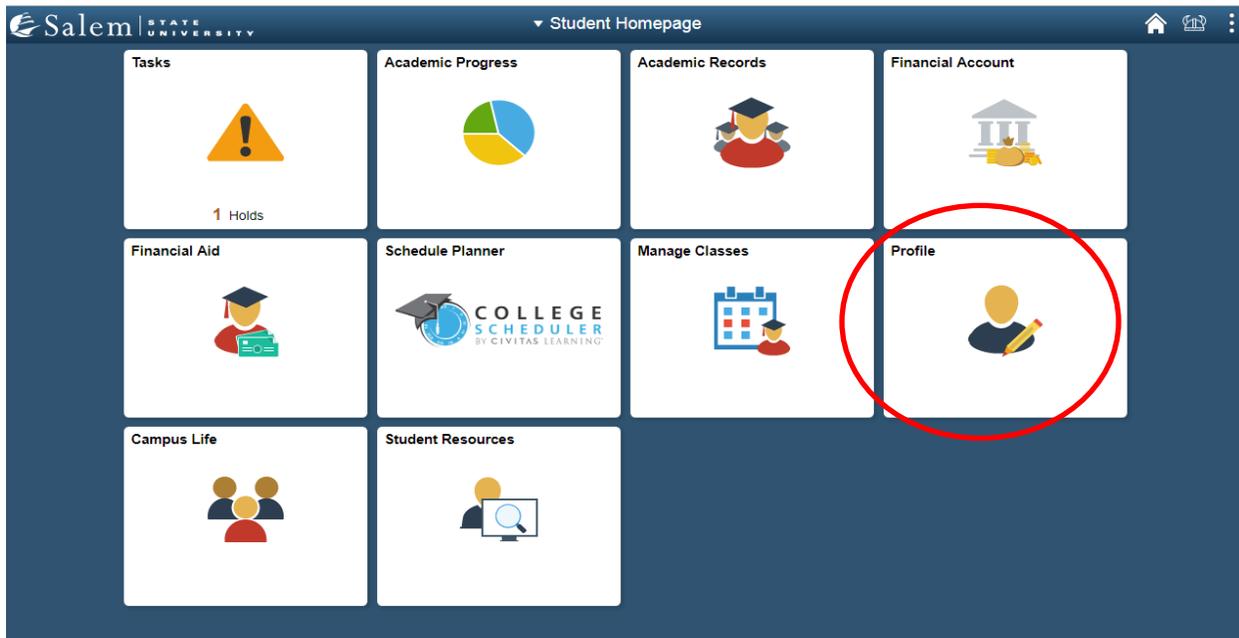
Student Navigation Center

How to: Update Your Address

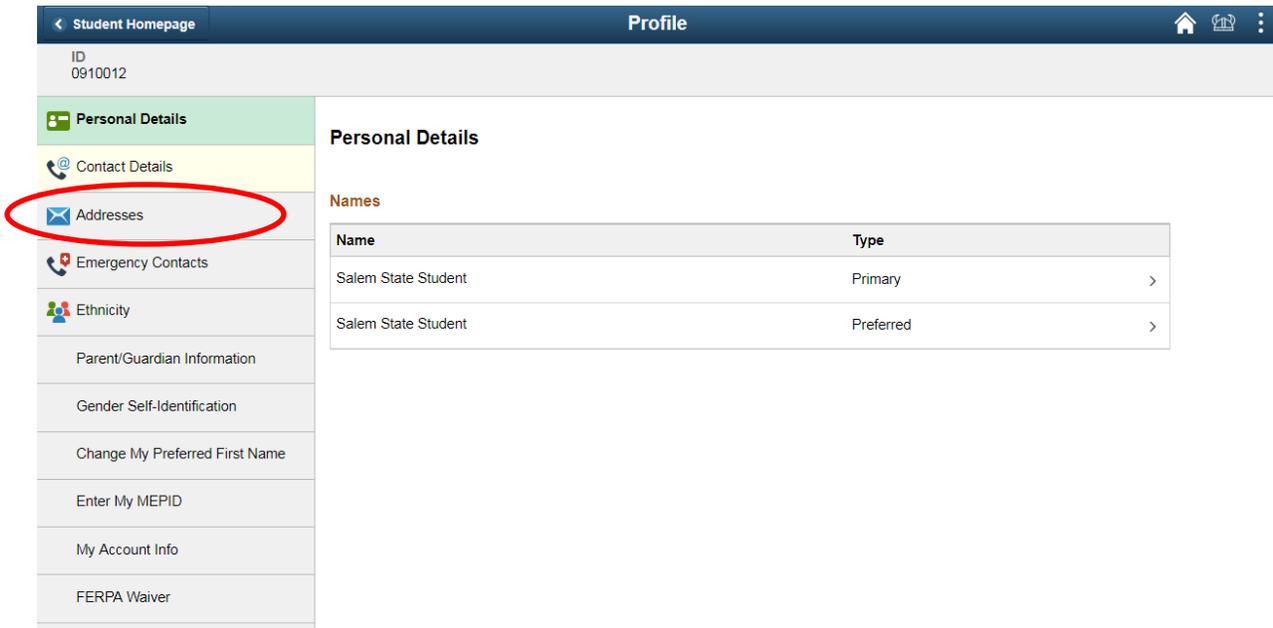
1. Log into Navigator.



2. Once at the Student Homepage, click on "Profile".



3. Next, click on “Addresses”.

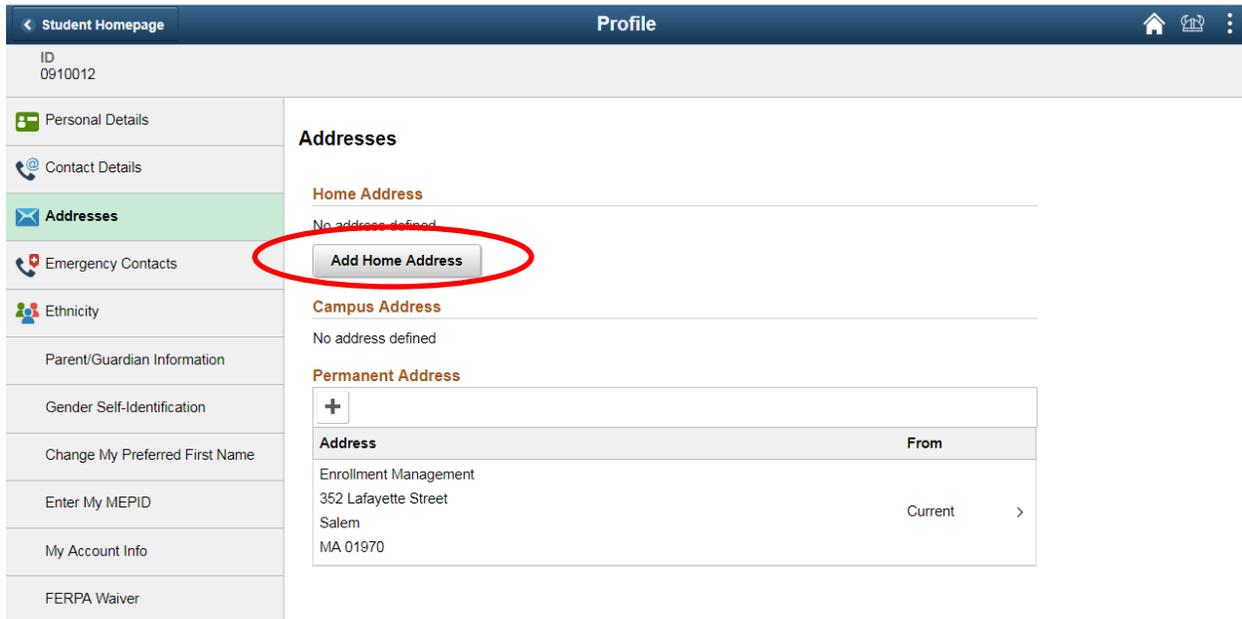


The screenshot shows the 'Student Profile' page. The left sidebar contains a menu with the following items: Personal Details, Contact Details, Addresses (circled in red), Emergency Contacts, Ethnicity, Parent/Guardian Information, Gender Self-Identification, Change My Preferred First Name, Enter My MEPID, My Account Info, and FERPA Waiver. The main content area is titled 'Personal Details' and contains a 'Names' table.

Name	Type	
Salem State Student	Primary	>
Salem State Student	Preferred	>

***If you would like to add a Home Address, please proceed and follow steps 4-5. If you would like to add a Permanent Address, please proceed to step 6.**

4. Home Address: Click on “Add Home Address”.

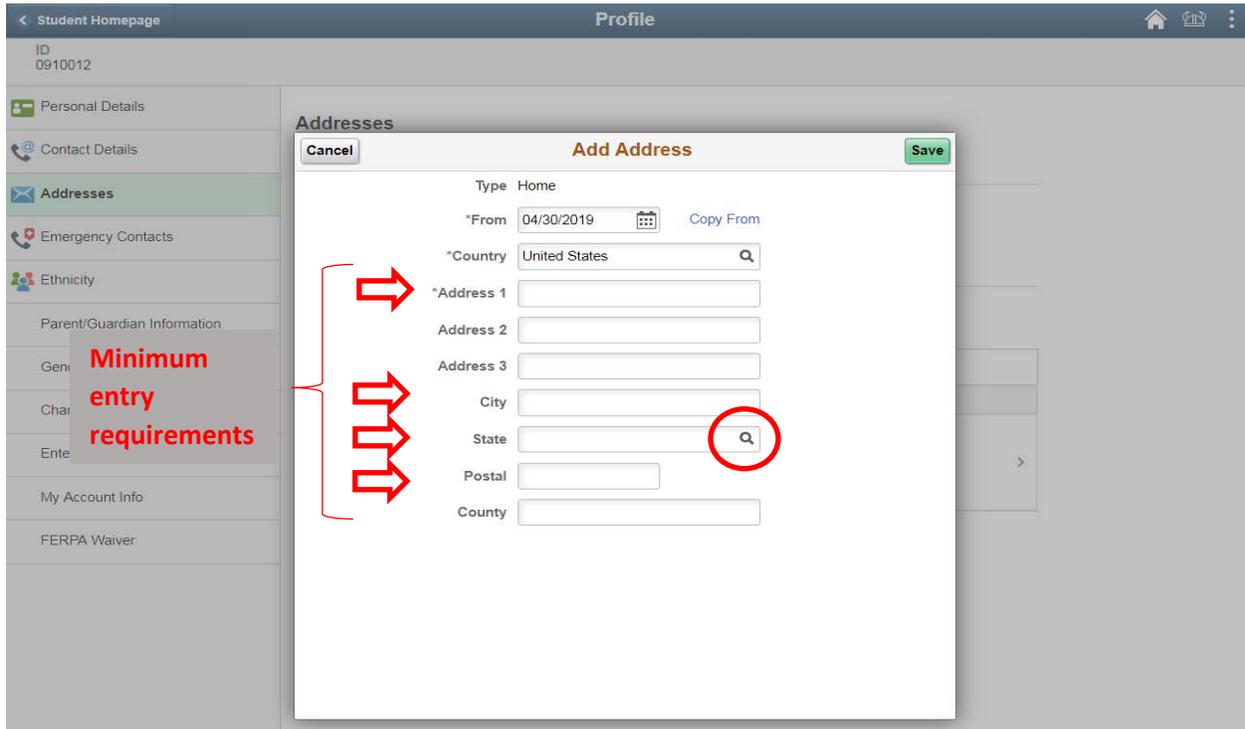


The screenshot shows the 'Student Profile' page with the 'Addresses' menu item selected. The main content area is titled 'Addresses' and contains three sections: 'Home Address' (No address defined), 'Campus Address' (No address defined), and 'Permanent Address'. The 'Add Home Address' button is circled in red. Below the 'Permanent Address' section, there is a table with one entry.

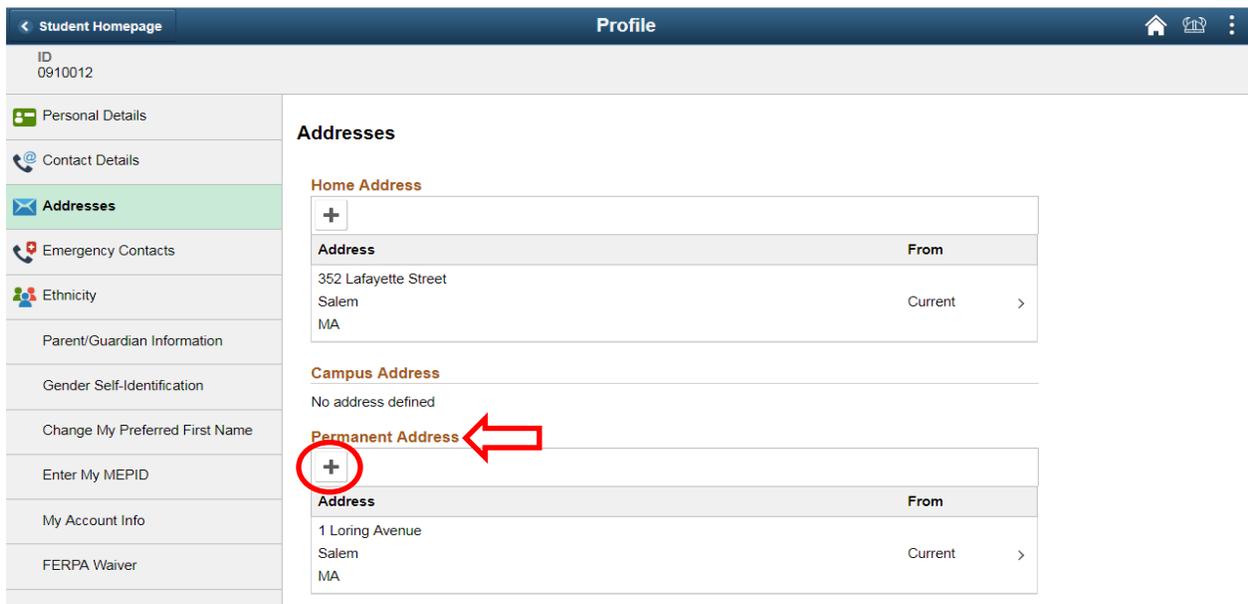
Address	From	
Enrollment Management 352 Lafayette Street Salem MA 01970	Current	>

5. In the pop-up window, add the details of your address information. Then click “Save”.

Note: You may need to click on the search icon next to “State” to select your state for the search to be valid.



6. Permanent Address: If your Permanent Address is already on file and you would like to change it, please click on the “+” icon listed under “Permanent Address”.



7. In the pop-up window, add the details of your address information. Then click “Save”.

Note: You may need to click on the search icon next to “State” to select your state for the search to be valid.

The screenshot shows a student profile page with a sidebar on the left and a main content area. The sidebar includes sections for Personal Details, Contact Details, Addresses, Emergency Contacts, Ethnicity, Parent/Guardian Information, Gen, Cha, Ente, My Account Info, and FERPA Waiver. A red box highlights the 'Addresses' section with the text "Minimum entry requirements".

The main content area shows the "Profile" page with a header "Student Homepage" and "Profile". Below the header, there is a section for "Addresses" with a pop-up window titled "Add Address". The pop-up window has a "Cancel" button and a "Save" button. The form fields are:

- Type: Home
- *From: 04/30/2019 (with a calendar icon) and "Copy From"
- *Country: United States (with a search icon)
- *Address 1: [text input]
- Address 2: [text input]
- Address 3: [text input]
- City: [text input]
- State: [text input] (with a search icon circled in red)
- Postal: [text input]
- County: [text input]

Red arrows point to the Address 1, Address 2, and Address 3 fields. A red circle highlights the search icon next to the State field.