Changing your Addresses in MyOhio Student Center

- 1. Go to www.ohio.edu
- 2. Click on Log In in the top right of the screen and click on MyOHIO Student Center in the drop-down menu.



- 3. Login using your Ohio ID (example: yx123456) and password.
- 4. Scroll down to the Personal Information box.
- 5. Click the drop-down menu that says **Other Personal Information** and scroll down to **Addresses**; click the blue arrow next to the box.



6. Click Add New Address (do not click edit)

OHIC UNIVERSIT) Y			
Favorites Main Menu	> Self Service > Stude	ent Center		
YOUR NAME HERE	Ť		go	to 🗸 📎
Personal Infor	mation	Security	Participa	ition
addresses names	phone numbers ema	il addresses 📗 emerge	ncy contacts demo	graphic information ethnicity
Addresses				
View, add, change or	delete an address.			
Address Type	Address			
Home			edit	
Mail			edit	
ADD A NEW ADDR	ESS			
Personal Information	<u>Security</u> <u>Participation</u> <u>Phone Numbers</u> <u>Email Ad</u>	<u>1</u> Idresses <u>Emergency C</u>	ontacts <u>Demograph</u>	ic Information <u>Ethnicity</u>
go to	\checkmark			

7. Click the QuickAddress button on the right side of the screen and enter in your current Athens address; you do not need to capitalize or put in the county. Click Search.

Favorites 🔻	Main Menu 🔻	> Self Service -	> Student Center	> Addresses	
Edit Address					
Country:	United States		Change Country		QuickAddress
Address 1:					Override
Address 2:					
City:		State:		Postal	:
County:					

8. Double check that the address is correct and click OK.

Favorites -	Main Menu 👻	> Self Service > Student Center >	> Addresses
Edit Addres	S		
Country:	United States	Change Country	QuickAddress
Address 1:	36 N McKinley Ave A	pt 123	Override
Address 2:			
City:	Athens	State: OH Ohio	Postal: 45701-3036
County:	Athens		

9. Check the boxes that say SEVIS US and Mail.



- 10. Click Save. Click OK.
- 11. Complete this process again within 10 days of <u>any</u> address changes.