

## How To Change Your Address through Your SUU Portal

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1. Once logged on to your portal click on the **Address Update** link
  - a. This is located under the **BANNER** section on the left hand side of the screen
2. Select which address you would like to Update (**The title of this address will be red and is a link**)
3. Fill in your new address information
4. Click **SUBMIT** at the bottom of this page.

## How To Add A New Address To Your Records

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1. Once logged on to your portal click on the **Address Update** link
  - a. This is located under the **BANNER** section on the left hand side of the screen
2. Select which type of Address you would like to Add under the **Type of Address To Insert**
  - a. This is located at the bottom of the page
3. Click Submit
4. Fill in your address information
5. Click **SUBMIT**