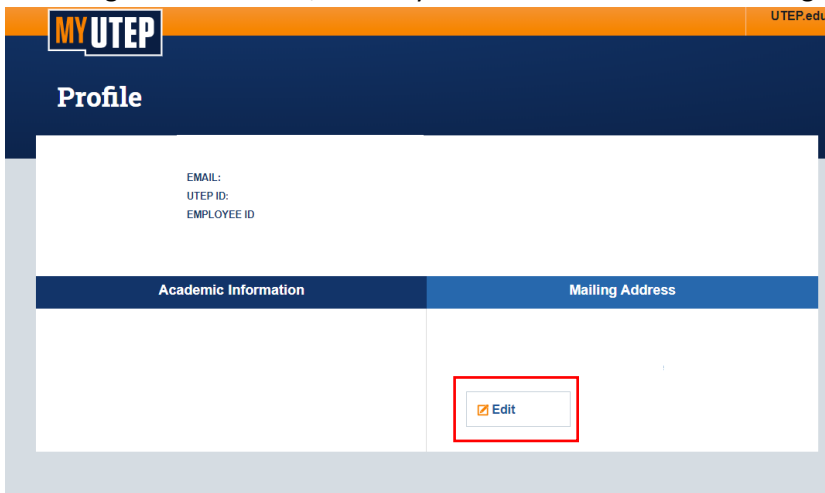


## How to change your mailing address

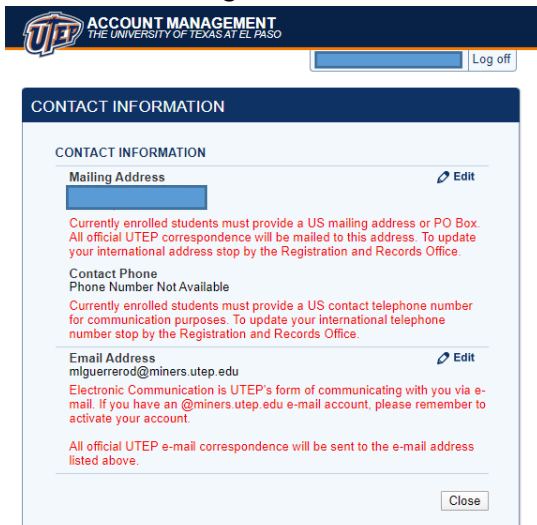
1. Go to my.utep.edu/My
2. Once you have the page opened, click on Sign in, and enter your credentials
3. On the main page, click on the drop down on the top right corner and click on “View Profile”.



4. You will get to this screen, in here you will click “Edit” under Mailing Address



5. Click “Edit” once again.



6. Insert your updates in the Contact Information box, and click “Submit”

The screenshot shows the 'ACCOUNT MANAGEMENT' header for 'THE UNIVERSITY OF TEXAS AT EL PASO'. Below the header is a 'Log off' button. The main section is titled 'CONTACT INFORMATION' and contains the following fields and instructions:

- MAILING ADDRESS INSTRUCTIONS:**
  - \* Required Fields**
  - If you are entering an apartment number insert it with the address on Address Line 1, example: 500 W. University Ave, Apt. B119.
  - Only U.S. addresses are accepted.
- \* Address Line 1**: A text input field.
- Address Line 2**: A text input field.
- \* City:** A dropdown menu with 'El Paso' selected.
- \* State:** A dropdown menu with 'TX' selected.
- \* Zip:** A text input field.
- PHONE**
  - If you do not have an existing phone number, or you would like to opt out, please select the "Contact Phone Not Available" option below:
  - Contact Phone Not Available
  - Please enter your 10 digit U.S. phone number including the area code.
  - Area Code**: A text input field.
  - Phone Number**: A text input field.

At the bottom of the form are 'Submit' and 'Cancel' buttons. Below the form is a footer with navigation links: 'State Reports | UT System | Customer Service Statement | Site Feedback | Required Links | CLERY Crime Statistics' and contact information: 'The University of Texas at El Paso, 500 West University Avenue, El Paso, Texas 79968 (915) 747-5000'.

7. Click on “Use entered Address” and refresh your My UTEP Profile.

The screenshot shows the 'ACCOUNT MANAGEMENT' header for 'THE UNIVERSITY OF TEXAS AT EL PASO'. Below the header is a 'Log off' button. The main section is titled 'VERIFY ADDRESS INFORMATION' and contains the following options:

- Verified Address Information**: A blue box representing the verified address, with a 'Use Verified Address' button below it.
- Entered Address Information**: A blue box representing the entered address, with 'Use Entered Address' and 'Edit This Address' buttons below it.

At the bottom of the form is a footer with navigation links: 'State Reports | UT System | Customer Service Statement | Site Feedback | Required Links | CLERY Crime Statistics' and contact information: 'The University of Texas at El Paso, 500 West University Avenue, El Paso, Texas 79968 (915) 747-5000'.