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”

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