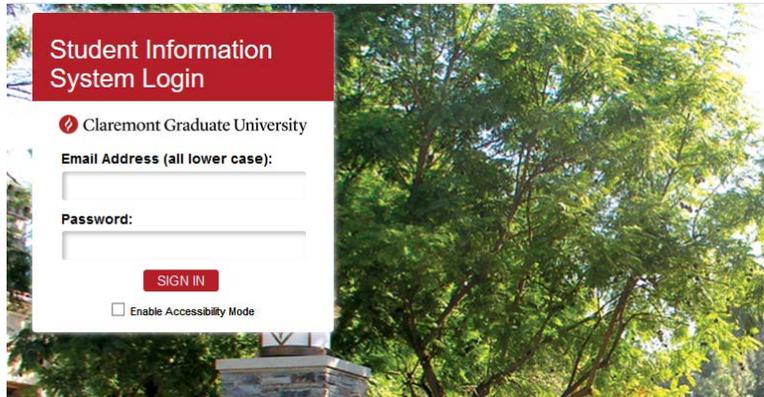


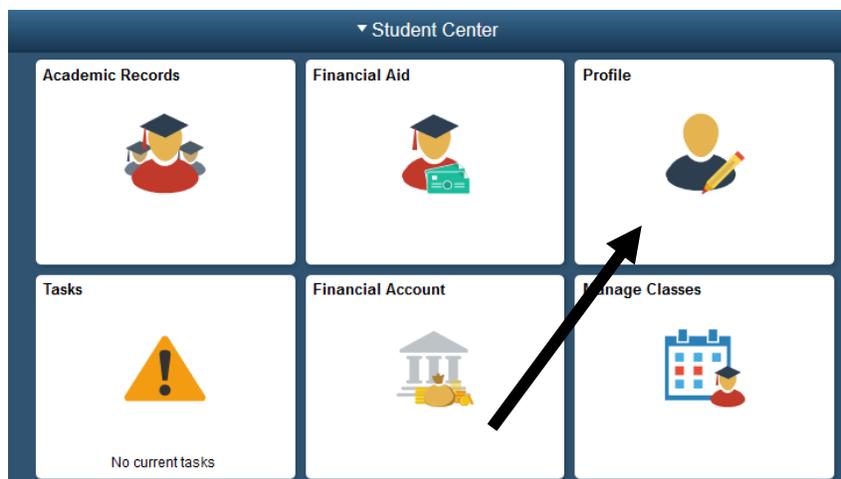
UPDATING YOUR ADDRESS

- 1 LOG ON TO THE CGU PEOPLESOFT PORTAL AT
[HTTP://SIS.CGU.EDU](http://sis.cgu.edu)
-

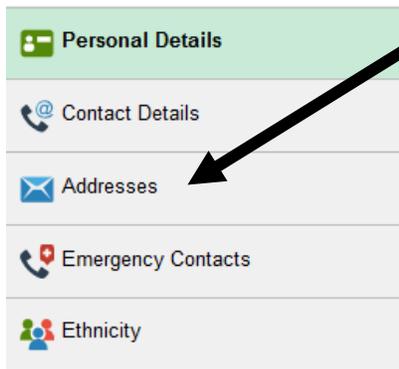


- Enter your login information in the appropriate fields. If you have difficulty with this, contact helpdesk@cgu.edu or call (909) 621-8174 (x18174 from on-campus).
- A new tab will open with the Student Information System (PeopleSoft) Student Center tile

- 2 IN THE STUDENT CENTER, LOCATE AND CLICK THE “PROFILE” TILE
-



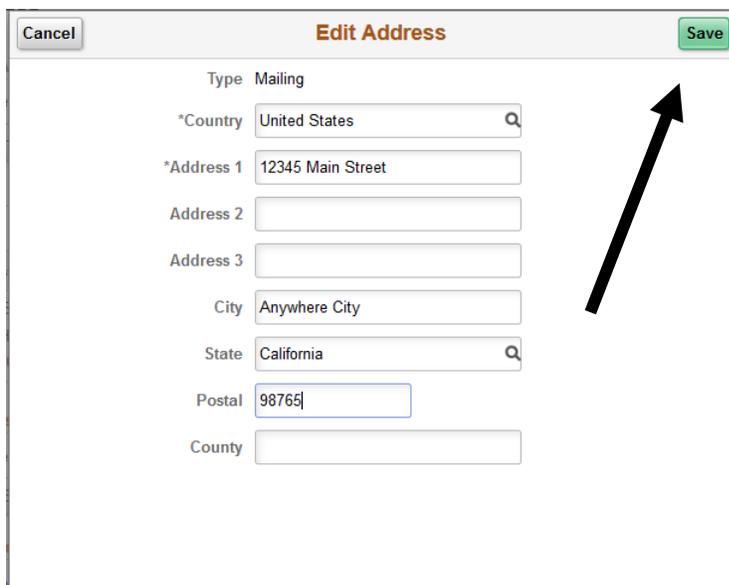
3 IN THE NAVIGATION BAR, CLICK “ADDRESSES”



4 FIND THE MAILING ADDRESS SECTION – TO EDIT IT, CLICK THE ARROW



5 ENTER YOUR NEW MAILING ADDRESS THEN CLICK SAVE



An 'Edit Address' form with a 'Cancel' button on the left and a 'Save' button on the right. The form contains the following fields: 'Type' (Mailing), '*Country' (United States), '*Address 1' (12345 Main Street), 'Address 2', 'Address 3', 'City' (Anywhere City), 'State' (California), 'Postal' (98765), and 'County'. A black arrow points to the 'Save' button.