



DARE TO DO MORE

Community College

View and Add Addresses

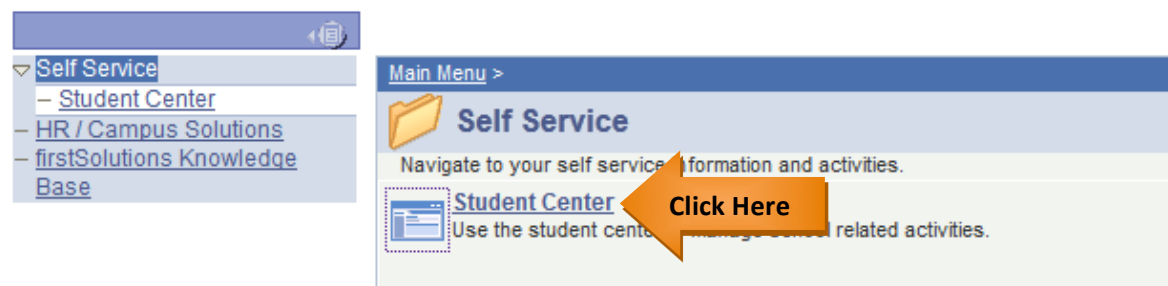
1- To begin, click on **Self Service**.



PERSONALIZE CONTENT LAYOUT Thu, Jul 19, 12 8:44 AM



2- Click on **Student Center**.

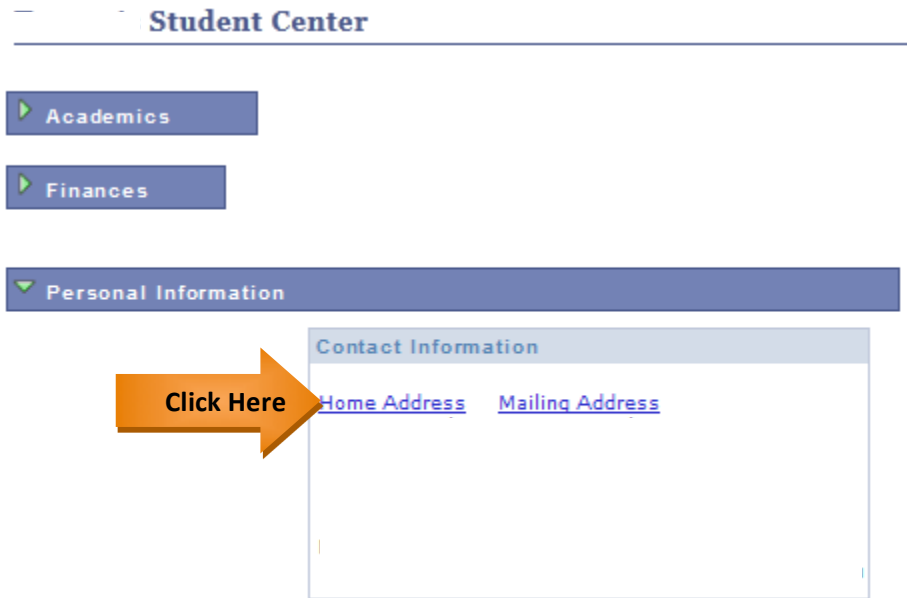


LaGuardia Community College

31-10 Thomson Ave, Long Island City, New York 11101

Created by ISMD's Dept. Training Team.

3- On the **Student Center** page, scroll down to the **Personal Information** section below **Academics** and **Finances**. Here, contact information is displayed. Click **Home Address**.



4- This will direct you to the **Addresses** page. Here, you may add a new address or edit an existing one. Click **Add A New Address**.

Addresses

View, add, change or delete an address.

Address Type	Address	
Home		edit
Mail		edit
Billing		edit
Permanent		



5- Enter address information in the areas below. Click **OK** when finished.

Edit Address

Country: United States [Change Country](#)

Address 1: 3110 Thomson Avenue

Address 2:

Address 3:

City: Long Island City State: NY Postal: 11101-3007

County: Queens




6- Click the box to the right for which type of address you are adding. If the information displayed under '**Add a New Address**' is correct, click **Save**.

Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.



31-10 Thomson Ave
Queens, NY 11101
Queens [Edit Address](#)

Date new address will take effect: 05/15/2012 (example: 12/31/2000)



Address Types	
<input checked="" type="checkbox"/>	Home *
<input type="checkbox"/>	Mail
<input type="checkbox"/>	Billing

7- A message will display, confirming that the new address was saved successfully.
Click **OK**.

Add a new address

Save Confirmation



The Save was successful.

OK

Click Here