View/Add/Update Addresses

Self Service may be used to view all four types of addresses in use in CUNYfirst. Students may add their Home, Mail, and Billing addresses using Self Service.

Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the 🔵 **Go** icon. • From the **Enterprise Menu**, select the **HR/Campus Solutions** link.
2.	Navigate to: ***Self Service > Student Center.***
3.	 In the **Personal Information** section, select either address link to edit or add addresses.
4.	 The **Addresses** page displays for you to view and verify current addresses on record.
5.	Click the **ADD A NEW ADDRESS** button.
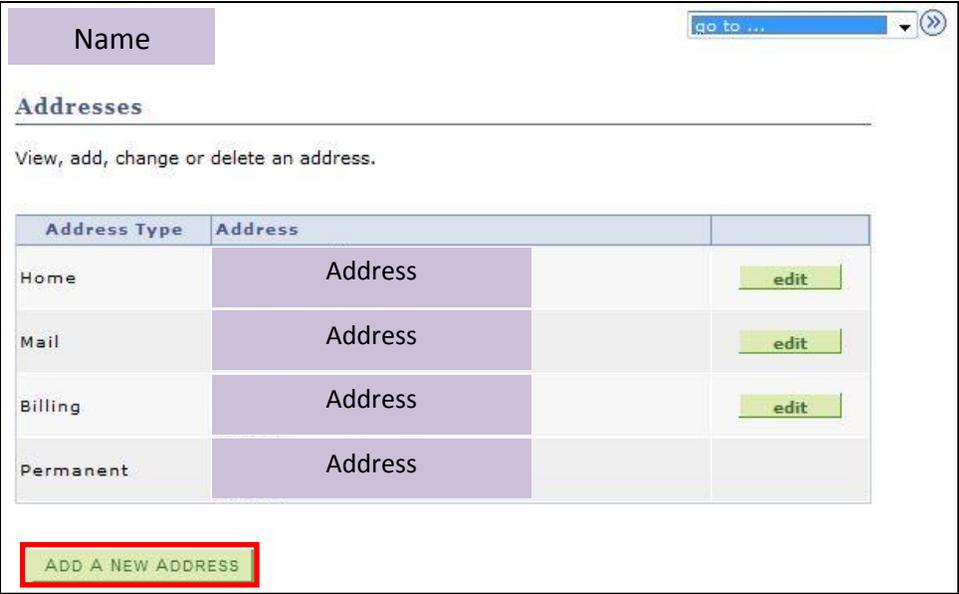
6.	**Edit Address** Country: United States Change Country Address 1: 8 Learning Expressway Address 2: Address 3: City: Queens State: NY 🔍 New York Postal: 11111 County: Queens OK Cancel As needed, on the **Edit Address** page, enter data in the **Address 1, 2, or 3** fields.
7.	Enter the city in the **City** field.
8.	Enter the two-character state postal abbreviation in the **State** field or click the 🔍 **Look up** icon to select the state postal abbreviation.
9.	Enter the five digit zip code in the **Postal** field.
10.	Place the cursor in the **County** field to auto-display the county based on the other entered data.
11.	Click the **OK** button.

12.	**Student Lehman**
	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.
	
	Add a new address — **Address Types**
	8 Learning Expressway Edit Address ☐ Home *
	Queens, NY 11111 ☑ Mail *
	                                       ☐ Billing
	
	Date new address will take effect 05/07/2012 📅 (example: 12/31/2000)
	SAVE
	                                Return to Current Addresses
	
	In the **Add a new address** section, verify the accuracy of the new address. As needed, select the **Edit Address** link to make corrections.

13.	As needed, change the **Date new address will take effect** field. Click the 📅 **Choose a date** icon and select the correct year, month and lastly day of the month. ***Note: The current date is the default.***
14.	In the **Address Types** section, select the ☐ checkbox of the appropriate address type.

15.	Click the **SAVE** button.
16.	The **Add a new address** page, **Save Confirmation** message displays. Click the **OK** button.
	End of Procedure.