

Update your address:

Home: your home or permanent address is used by Human Resources department

Mailing: your current mailing address is used to mail official correspondence

- 1. To view, add or change an address, log into **BroncoDirect**.
- 2. Click the Student Center menu, next click Personal Information pull-down menu.



3. To <u>change an address</u>, click **My Addresses** box, next the **Edit** box, select the **Address Type** [Mail or Other].

My Addresses			
Addresses			
ADDRESS TYPE	ADDRESS A	EDIT	DELETE
Mail	222 W Fir St, APT D1 Brea, CA 92821	🖋 Edit	
Other	222 W Fir St Brea, CA 92821	🖋 Edit	🗙 Delete
Add a new address			

4. To <u>enter an address</u>, click the **Add a new address** box, type the address in the field, click **OK**

Add a new	dress	
irect		
Edit Address		4
Country	Jnited States Change Country	
Address 1		
Address 2		
Address 3		_
City		
State	Q	_
Postal	1	
County		
OK Car	8	

5. After clicking the **OK** button, you will be prompted to select the **Address Type**, click your selection.



6. Verify the information and click the Save button