

# Changing and Verifying Your Address

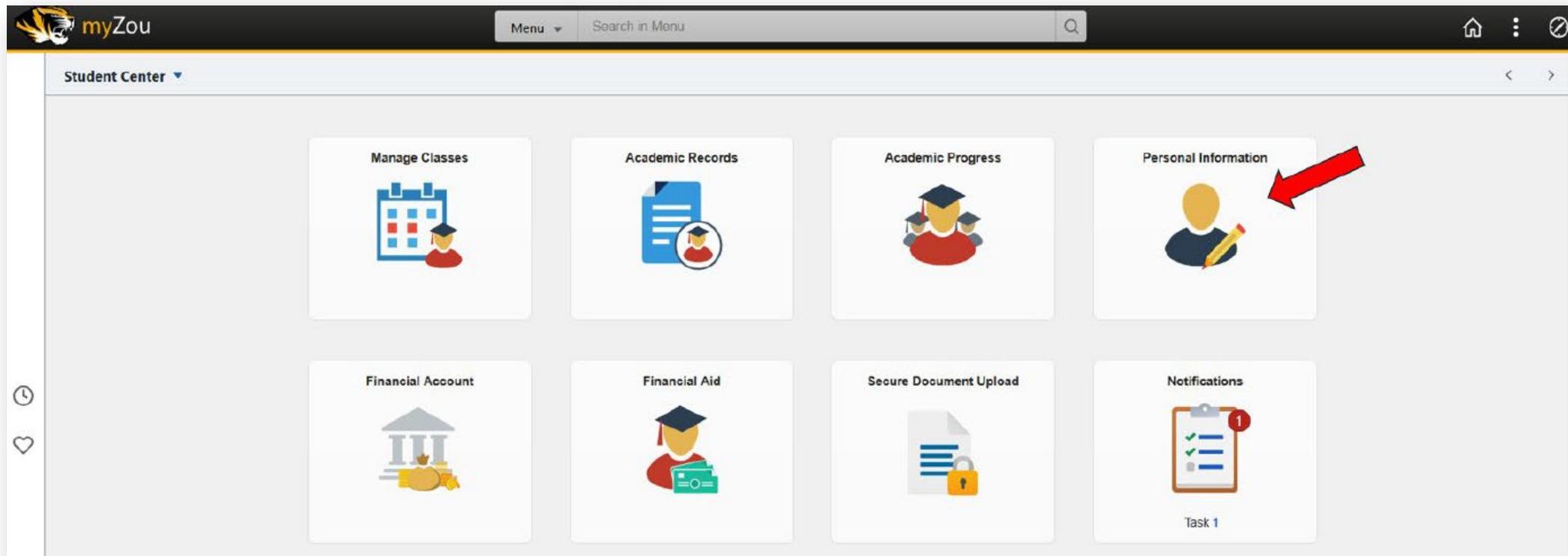
Step-by-Step Guide



Cashiers Office  
University of Missouri

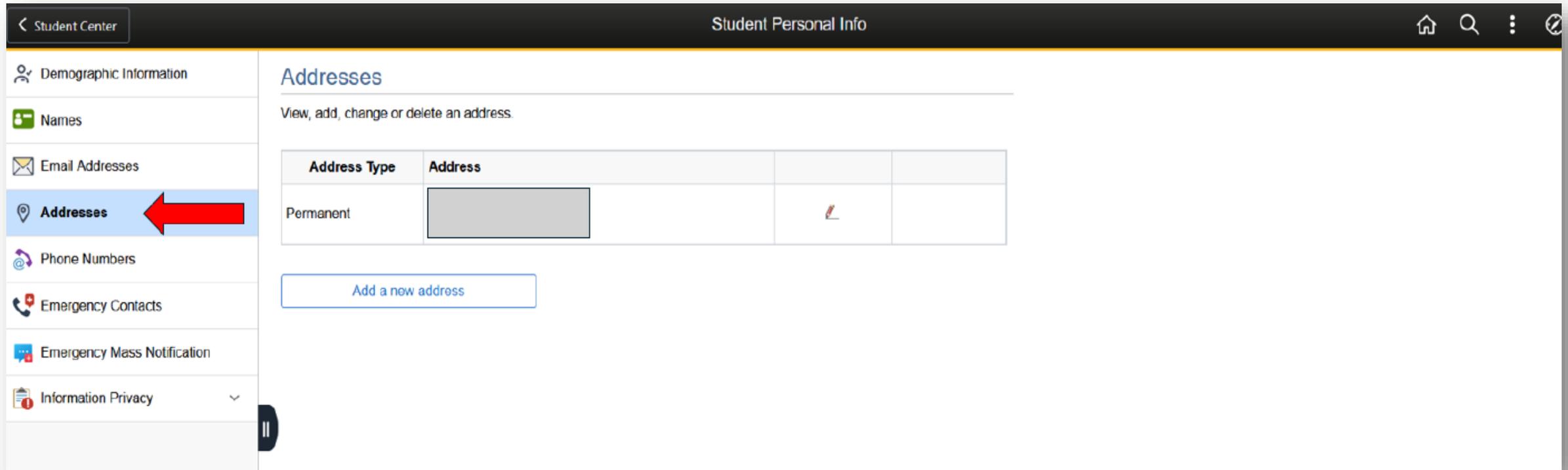
## Changing and Verifying Your Address

Step 1: Navigate to <http://myzou.missouri.edu> and select the “Personal Information” tile.



## Changing and Verifying Your Address

Step 2: Select “Addresses” On The Left-Hand Side Menu.



The screenshot shows the 'Student Personal Info' page. The left-hand side menu is visible, with the 'Addresses' option highlighted in blue and a red arrow pointing to it. The main content area is titled 'Addresses' and contains the text 'View, add, change or delete an address.' Below this is a table with the following structure:

Address Type	Address		
Permanent			

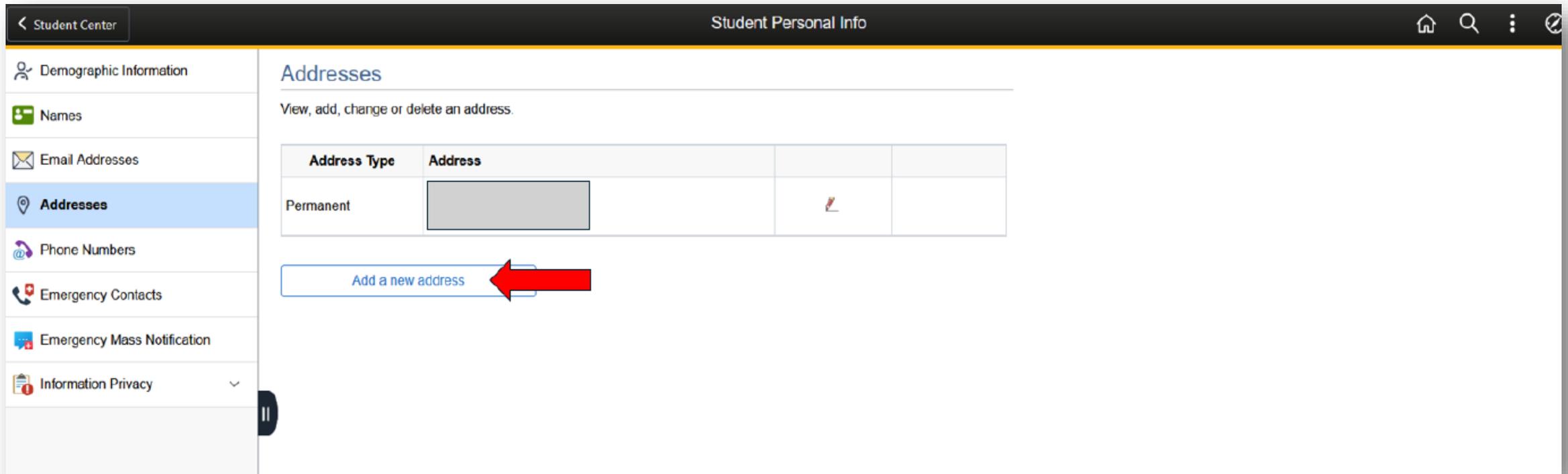
Below the table is a button labeled 'Add a new address'.



## Changing and Verifying Your Address

Step 3: Verify that your permanent address is correct or click "Add a new address."

*It is recommended that you add a local address if you live in Columbia or if you are an International student.*



The screenshot shows the 'Student Personal Info' page with a sidebar on the left containing navigation options: Demographic Information, Names, Email Addresses, Addresses (highlighted), Phone Numbers, Emergency Contacts, Emergency Mass Notification, and Information Privacy. The main content area is titled 'Addresses' and includes the instruction 'View, add, change or delete an address.' Below this is a table with two columns: 'Address Type' and 'Address'. The table contains one row with 'Permanent' in the 'Address Type' column and a greyed-out input field in the 'Address' column. A red arrow points to a blue button labeled 'Add a new address' located below the table.

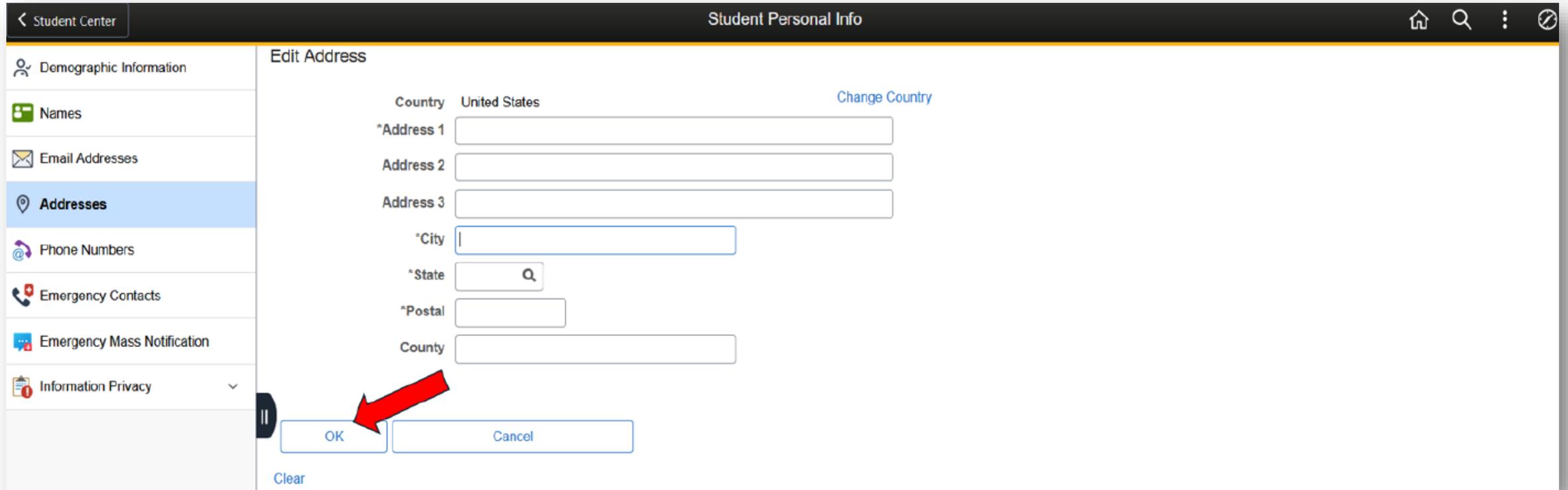
Address Type	Address
Permanent	<input type="text"/>

[Add a new address](#)



## Changing and Verifying Your Address

Step 4: On the next screen, add your new address and click “OK.”



The screenshot shows the 'Edit Address' form within the 'Student Personal Info' section. The form includes the following fields and options:

- Country:** United States (with a [Change Country](#) link)
- \*Address 1:** Text input field
- Address 2:** Text input field
- Address 3:** Text input field
- \*City:** Text input field
- \*State:** Dropdown menu with a search icon
- \*Postal:** Text input field
- County:** Text input field

At the bottom of the form, there are two buttons: **OK** and **Cancel**. A red arrow points to the **OK** button. Below the buttons is a **Clear** link.



## Changing and Verifying Your Address

Step 5: Lastly, indicate your address type and the date the new address will take effect and click “Save.”

Student Center Student Personal Info

Demographic Information

Names

Email Addresses

**Addresses**

Phone Numbers

Emergency Contacts

Emergency Mass Notification

Information Privacy

### 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 [Edit Address](#)

Business

Check

Legal

Billing

Permanent \*

Degree

Local

UM Work

Parent

Guardian

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

[Save](#)



# Questions?

For more information contact Mizzou's Cashiers Office:

## Cashers Office

University of Missouri-  
Columbia  
325 Jesse Hall  
Columbia, MO 65211

## Office Hours

Monday – Friday  
8:00AM – 5:00PM CST

## Call Center Hours

Monday – Friday  
8:30am – 11:30AM &  
12:00PM – 4:30PM CST

Phone: (573) 882-3097  
Fax: (573) 882-4453

Self Service Portal:  
[mizzou.us/askcashiers](http://mizzou.us/askcashiers)

