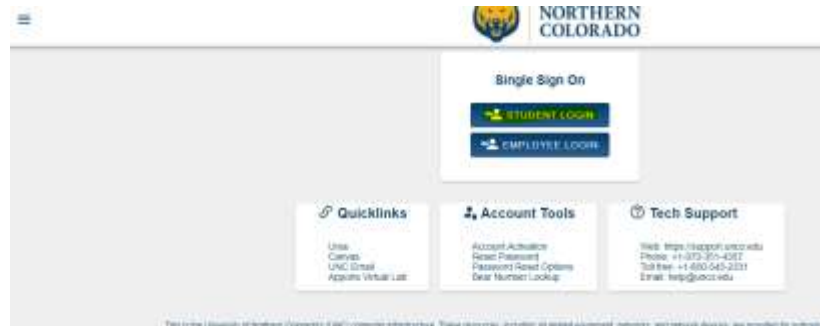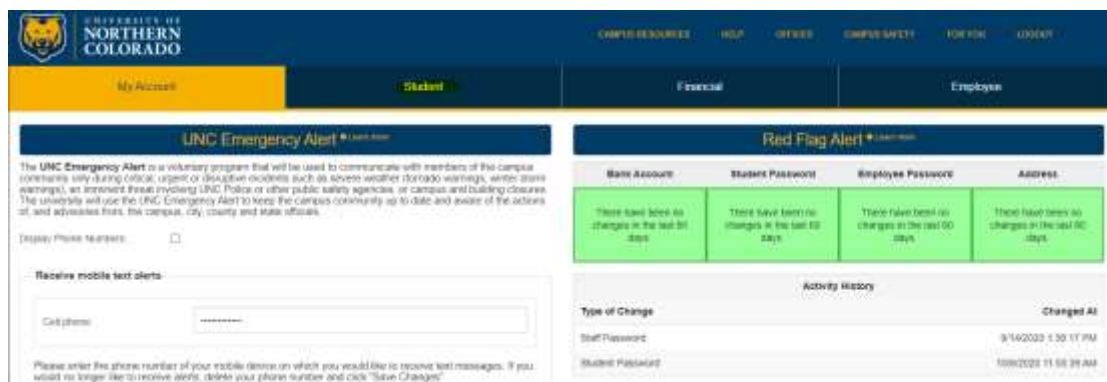1. **Sign into URSA using your student log in (ex: smit1234)**
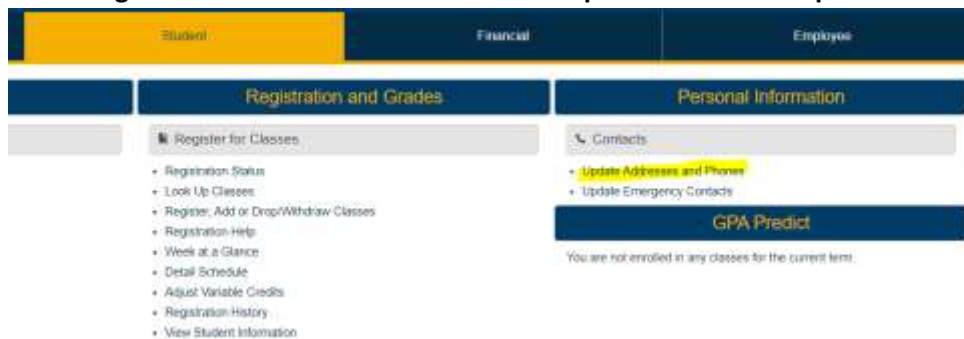   a. ursa.unco.edu

2. **Click on the student tab**

3. **On the right-hand side of the website click on update address and phones**

4. **Review listed addresses listed for accuracy**
5. **To update an address type that is already listed:**
   a. Click the word current under the address type you want to update
   b. Change the address

c. Hit save

Addresses and Phones

Billing-Accounts Receivable	Phones
Current: Feb 01, 2021 to (No end date)	Primary: 970-0000000
123 Klawz Way	
Greeley, Colorado 80639-0001	
CO-Weld	

6. **To insert a new address type**
   a. Select the address type in the drop down at the bottom of the page
   b. Add the new address information
   c. Hit save.

Type of Address to Insert: Select

Submit

7. **To end an address**
   a. Click the work current under the address type you want to inactivate
   b. Add a date in the Until this date box

Billing-Accounts Payable

Valid From This Date:MM/DD/YYYY	01/01/2000
Until This Date:MM/DD/YYYY	02/01/2020
Address Line 1:	123 Klawz Way
Address Line 2:	
Address Line 3:	
City:	Greeley
State or Province:	Colorado
ZIP or Postal Code:	80639-0001
County:	CO-Weld
Nation:	Not Applicable
Delete this Address:	☐

   c. Hit save

8. **Review listed address for accuracy**