


Adding an Address

Steps	Descriptions				
1.	Access the UHCL E-Services page at www.uhcl.edu/eservices . Enter your UHCL network ID and password or your 7 digit ID and password.				
2.	Click on the Personal Information tile <div style="border: 2px solid #0056b3; padding: 10px; margin: 10px 0;"> <p>Personal Information</p>  </div>				
3.	Select Addresses				
4.	Click the <input type="button" value="+"/> icon to add a new address. If you need to make a correction to the address, select the address. Addresses Mailing Address <div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <input type="button" value="+"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Address</th> <th style="text-align: left;">From</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">University of Houston-Clear Lake 2700 Bay Area Blvd Houston TX 77058</td> <td style="padding: 2px;">Current ></td> </tr> </tbody> </table> </div>	Address	From	University of Houston-Clear Lake 2700 Bay Area Blvd Houston TX 77058	Current >
Address	From				
University of Houston-Clear Lake 2700 Bay Area Blvd Houston TX 77058	Current >				
5.	<ol style="list-style-type: none"> 1. Type the new address in the Address 1 box. If you live in an apartment, type your apartment number in the Address 2 box. 2. Type your City, State and Postal code. 3. Click Save. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Cancel Add Address Save </div> <div style="padding: 5px 0 0 20px;"> <p>Type Mailing</p> <p>*From <input type="text" value="02/24/2017"/> <input type="button" value="📅"/> Copy From</p> <p>*Country <input type="text" value="United States"/> <input type="button" value="🔍"/></p> <p>*Address 1 <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/> <input type="button" value="🔍"/></p> <p>Postal <input type="text"/></p> <p>County <input type="text"/></p> </div> </div>				