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# Updating your Permanent Address



# Updating Address Information through LOCUS

**LOCUS 2.0** Welcome njones2  
Loyola Home | LOCUS Home | Sign out

My Page | News | Online Forms

Miguel Unamuno go to ...

Search | Plan | Enroll | My Academics

### Apply for Graduation

#### Verify Graduation Data

Verify that all data is correct. If the academic program/degree is in process. If the term is not correct, return to the start of the Apply for Graduation process. If the term is correct, click the Continue button to continue the process.

You have no holds on your account

Program	Undergraduate Arts & Sciences	Career	Undergraduate
Degree	Minor		
	Minor	Undergraduate Minor	
	Minor	Biology	
	Minor	Mathematics	
Degree	Bachelor of Science		
	Major	Chemistry: B	

[Refresh Name/Address](#)

Your diploma will be mailed to your Permanent Address as recorded in LOCUS. Your Permanent Address is shown on the right. If changes are needed, click on the Permanent Address link to open a new Address Change window. When you have completed your updates, close the window to return to this page.

Your name will appear on your diploma as shown on the right. If changes are needed, click on the Add/Update Diploma Name to open a new Name window. When you have completed your updates, close the window to return to this page.

[Update Permanent Address](#) [Add/Update Diploma Name](#)

Last update 12/18/2008 11:47:41AM Will attend graduation [Save answers](#)

Done Internet 100%

1.) Click "Update Permanent Address"

**Note:** A new browser window will open.



# Updating Address Information through LOCUS

The screenshot shows the LOCUS 2.0 interface. At the top, there is a navigation bar with 'My Page', 'News', and 'Online Forms'. Below this, the user's name 'Miguel Unamuno' is displayed. A 'go to ...' dropdown menu is visible. The main navigation area includes tabs for 'Personal Information', 'Security', 'Credentials', and 'Participation'. Under 'Personal Information', there are links for 'addresses', 'names', 'phone numbers', 'email addresses', 'internet addresses', 'emergency contacts', and 'demographic information'. The 'Addresses' section is active, showing a table with one entry: 'Permanent' address type at '1234 West Street, Chicago, IL 60026'. An 'edit' button is located next to this entry. A callout box with the text '2.) Click "Edit."' points to this button. Below the table is an 'ADD A NEW ADDRESS' button. At the bottom of the page, there are links for 'Personal Information', 'Security', 'Credentials', and 'Participation', and a 'go to ...' dropdown menu.

Address Type	Address	
Permanent	1234 West Street Chicago, IL 60026	edit

ADD A NEW ADDRESS

Personal Information Security Credentials Participation  
Addresses Names Phone Numbers Email Addresses Internet Addresses Emergency Contacts Demographic Information

go to ...

Diplomas will be mailed to the 'Permanent' address type.



# Updating Address Information through LOCUS

Addresses - Windows Internet Explorer

https://walnut2.luc.edu:6521/psp/cs90trn\_3/EMPLOYEE/HRMS/c/CC\_PORTFOLIO\_SS\_CC\_ADDRESSES.GBL?Page=SS\_A

File Edit View Favorites Tools Help

Addresses

**LOYOLA**  
UNIVERSITY CHICAGO

Home Worklist MultiChannel Console Add to Favorites Sign out

**Edit Address**

Country: United States [Change Country](#)

Address 1: 1530 North Southern Avenue

Address 2:

Address 3:

City: Chicago State: IL Illinois Postal: 60612

County:

OK Cancel

3.) Enter the new address.

4.) Click "OK."

Internet 100%



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Miguel Unamuno  
**Addresses**

### Change 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.

Change Address	Address Types
1530 North Southern Avenue Chicago, IL 60612 <a href="#">Edit Address</a>	<input type="checkbox"/> Mail <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Local Off-Camp
Date changes will take effect: 12/18/2008 (example: 12/31/2000)	
<b>SAVE</b> <a href="#">Return to Current Addresses</a>	

5.) Click "Save."

Note: Make sure that "Permanent" is selected.

