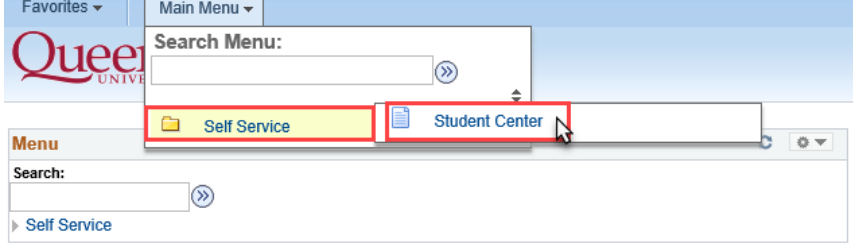
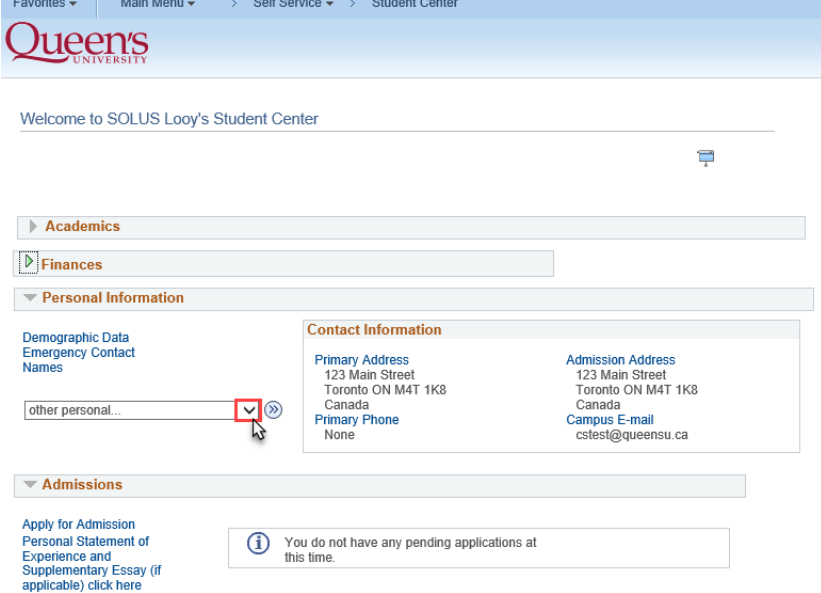
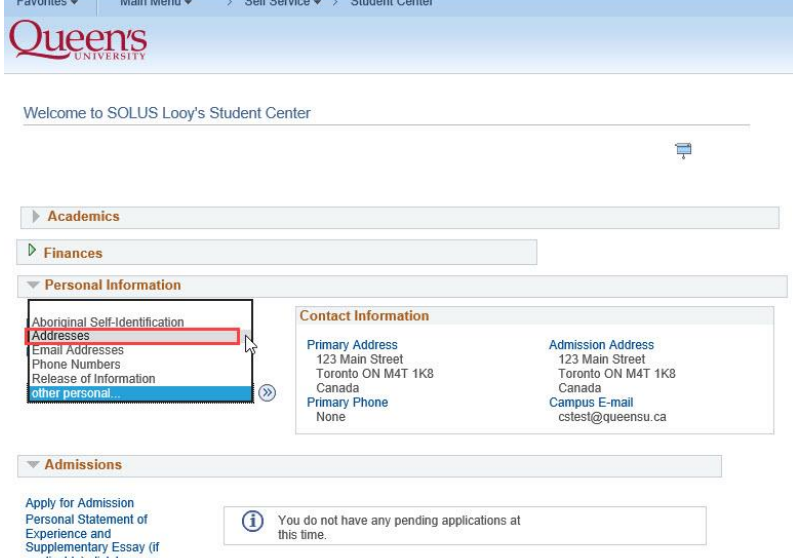
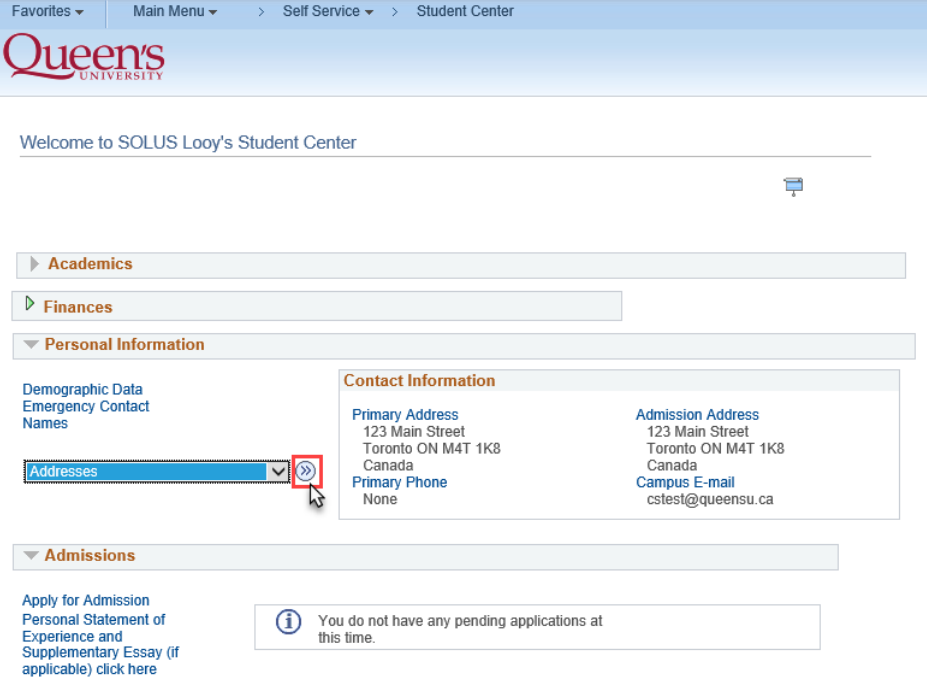
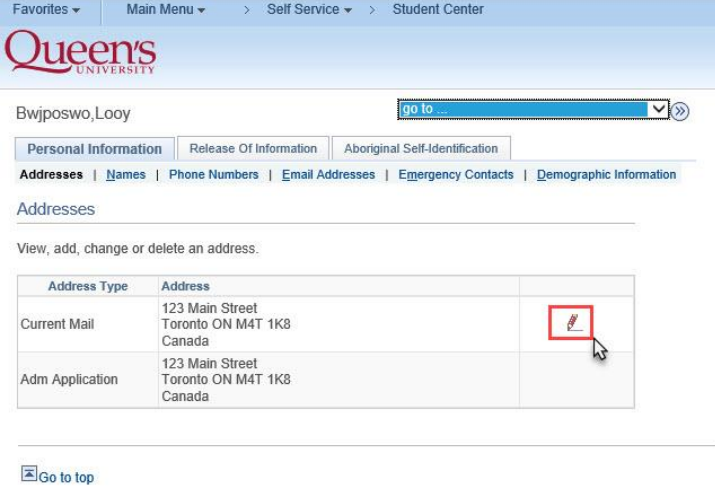
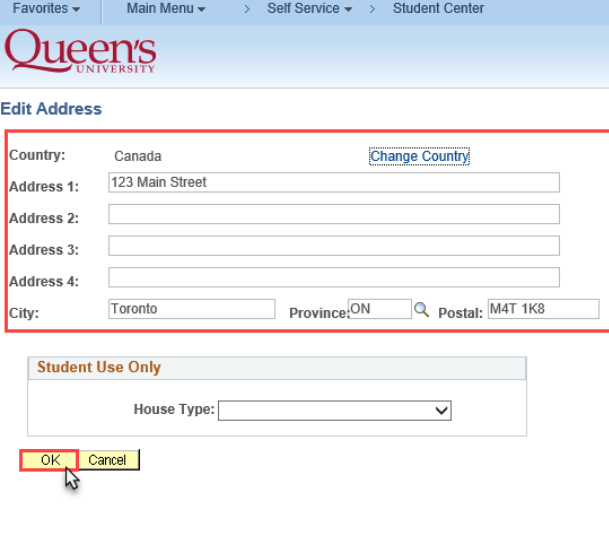
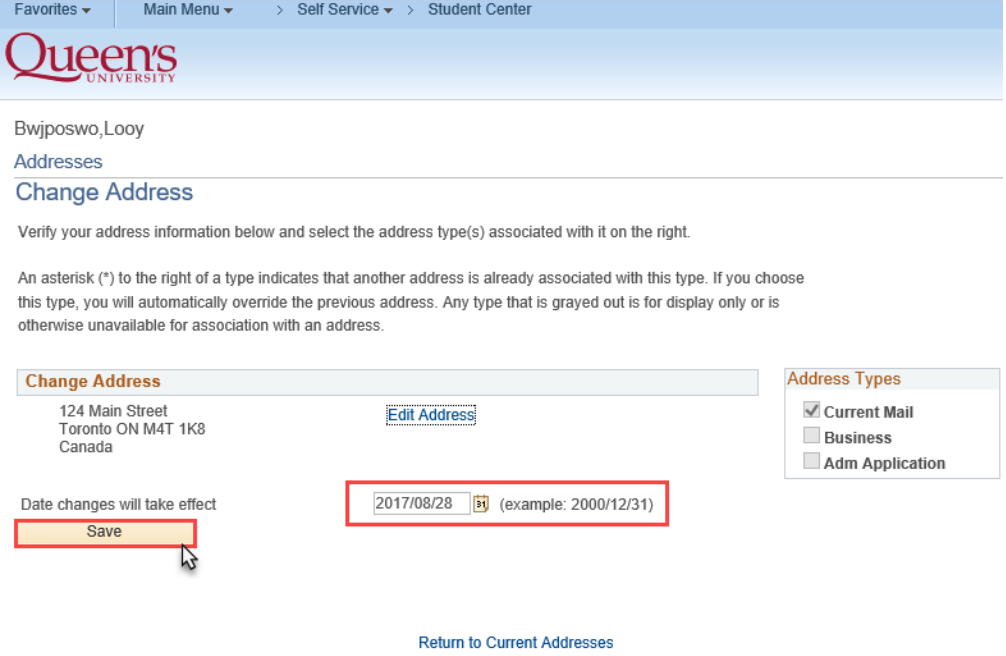
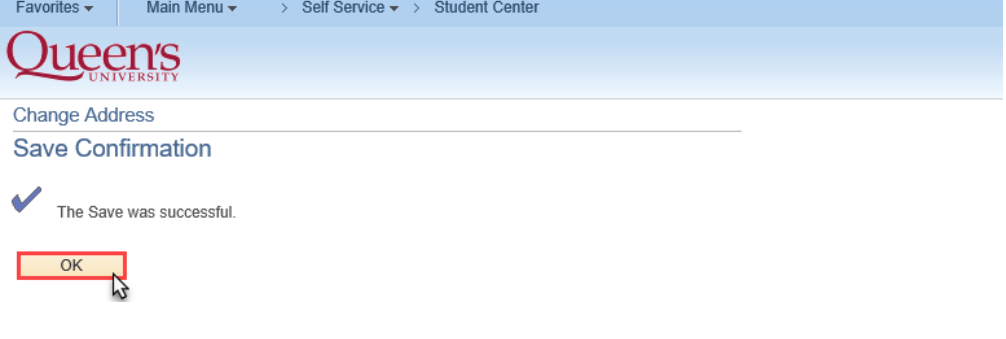
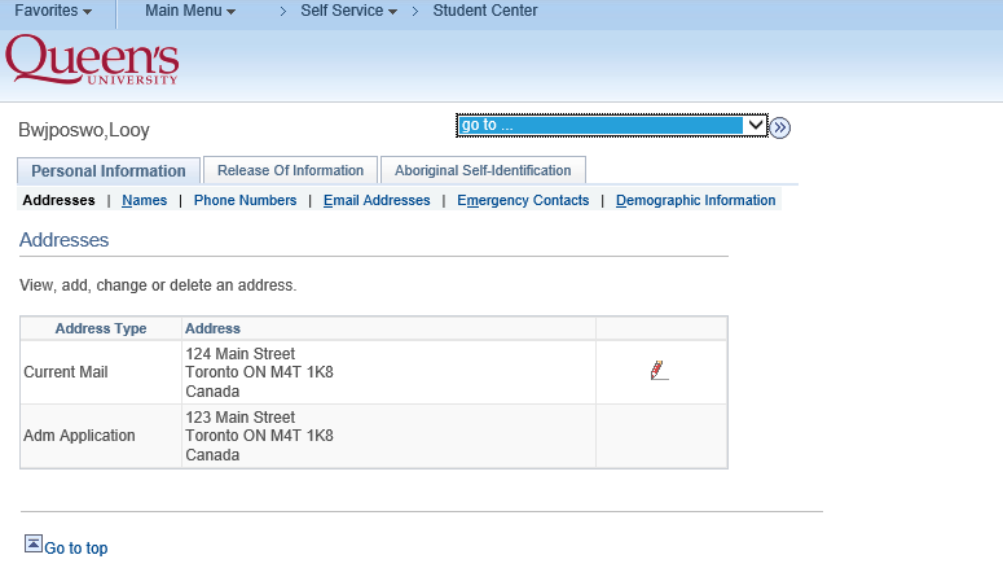


PERSONAL INFORMATION – Mailing Addresses

Processing Steps	Screenshots
<p>Step 1:</p> <p>Access the main page of SOLUS via the following navigation:</p> <p>Main Menu > Self Service > Student Center</p>	
<p>Step 2:</p> <p>On the main page of SOLUS scroll down to the Personal Information section.</p> <p>Click on the other personal... drop-down list box to access the list.</p>	
<p>Step 3:</p> <p>Select Addresses.</p>	

Processing Steps	Screenshots
<p>Step 4:</p> <p>Click the Go button.</p>	
<p>Step 5:</p> <p>Click the Edit icon to update your current mailing address.</p>	
<p>Step 6:</p> <p>Enter the address changes into the Address fields on the Edit Address page.</p> <p>Click the OK button.</p>	

Processing Steps	Screenshots									
<p>Step 7:</p> <p>You can set your address change to take effect at a date in the future by changing the date in the Calendar field or using the Calendar icon.</p> <p>Click the Save button.</p>	 <p>Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center</p> <p>Queen's UNIVERSITY</p> <p>Bwjposwo, Looy</p> <p>Addresses</p> <p>Change Address</p> <p>Verify your address information below and select the address type(s) associated with it on the right.</p> <p>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.</p> <p>Change Address</p> <p>124 Main Street Toronto ON M4T 1K8 Canada</p> <p>Edit Address</p> <p>Date changes will take effect <input type="text" value="2017/08/28"/> (example: 2000/12/31)</p> <p>Save</p> <p>Address Types</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Current Mail <input type="checkbox"/> Business <input type="checkbox"/> Adm Application <p>Return to Current Addresses</p>									
<p>Step 8:</p> <p>Click the OK button on the Save Confirmation page.</p>	 <p>Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center</p> <p>Queen's UNIVERSITY</p> <p>Change Address</p> <p>Save Confirmation</p> <p>✓ The Save was successful.</p> <p>OK</p>									
<p>Step 9:</p> <p>The address change will display on the Address page.</p>	 <p>Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center</p> <p>Queen's UNIVERSITY</p> <p>Bwjposwo, Looy</p> <p>Personal Information Release Of Information Aboriginal Self-Identification</p> <p>Addresses Names Phone Numbers Email Addresses Emergency Contacts Demographic Information</p> <p>Addresses</p> <p>View, add, change or delete an address.</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>Address</th> <th></th> </tr> </thead> <tbody> <tr> <td>Current Mail</td> <td>124 Main Street Toronto ON M4T 1K8 Canada</td> <td></td> </tr> <tr> <td>Adm Application</td> <td>123 Main Street Toronto ON M4T 1K8 Canada</td> <td></td> </tr> </tbody> </table> <p>Go to top</p>	Address Type	Address		Current Mail	124 Main Street Toronto ON M4T 1K8 Canada		Adm Application	123 Main Street Toronto ON M4T 1K8 Canada	
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