Setting Up Your Address
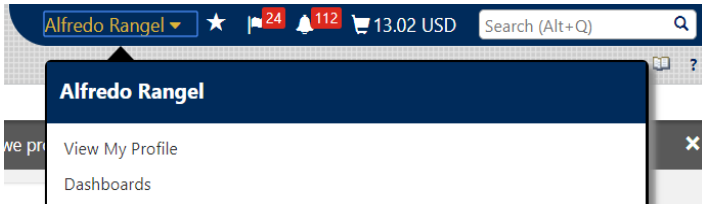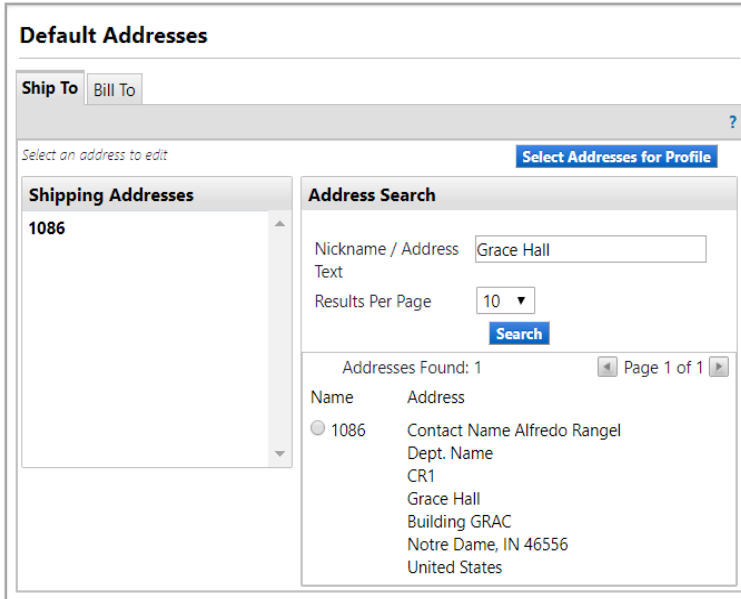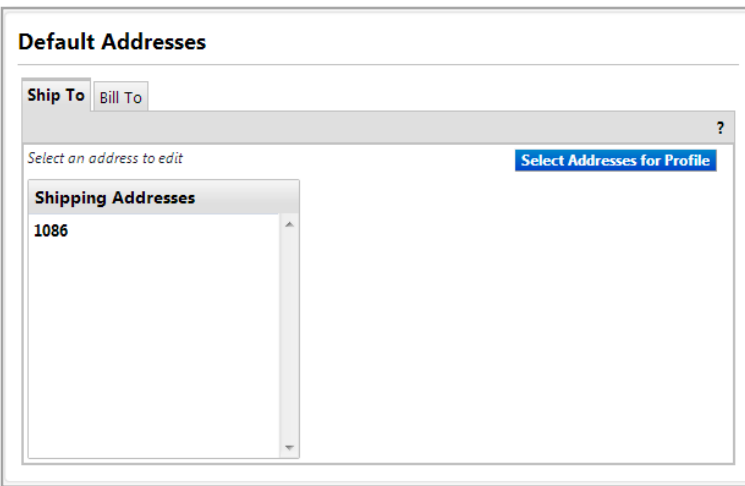
1. To get to your profile, click the drop-down arrow to the right of your name, and click on View My Profile.

2. To add a Ship To Address to your list, click on Default Addresses.

3. Make sure the Ship To tab is selected. You will not need to edit the Bill to Address.

4. Click **Select Addresses for Profile** button.

5. Enter your building name in the Nickname/Address text field. A list of search results will appear, which will show all of the Ship To addresses presently set up in the system.
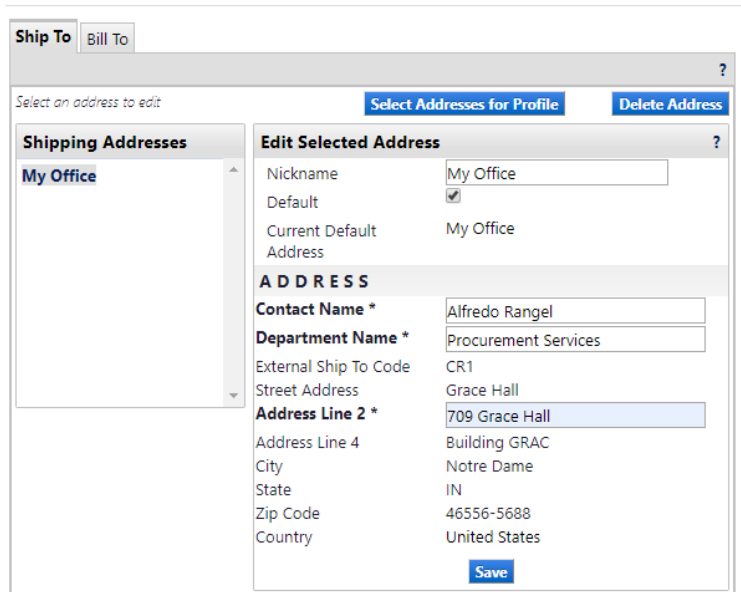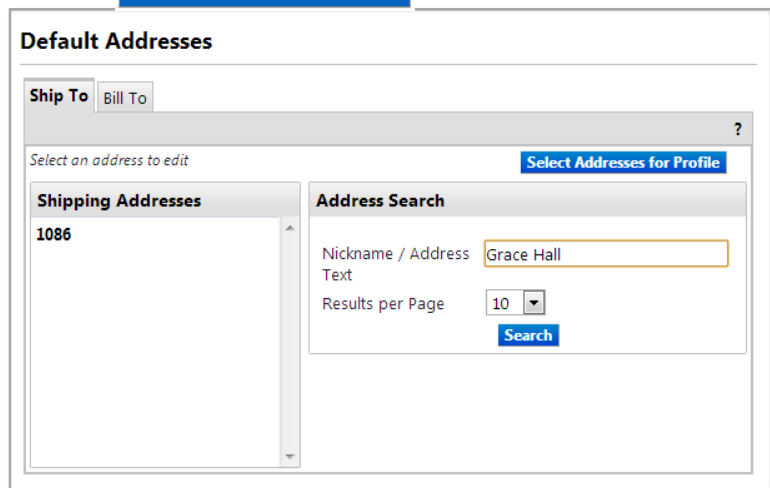

6. Select the address of your choice by clicking on the radio button left of the address. Notice the four-digit code for the address now appears in the Nickname field.

7. To replace it with a nickname of your choice, type a recognizable nickname for your new address.

8. Put a check in the Default checkbox. This will make this address the default in the Shipping Addresses list

9. In the Dept. Name field, enter your department name.

10. In the Address Line 2, enter your room number and building name (e.g. 709 Grace Hall), then click save.