

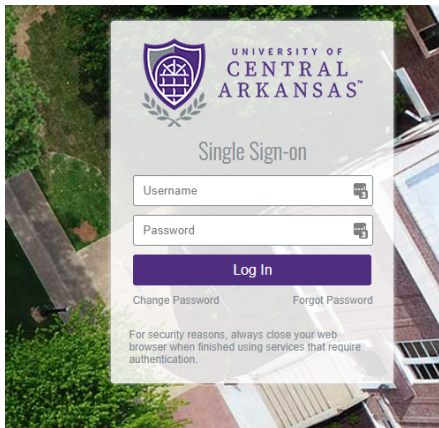


Address Change (myUCA Self Service)

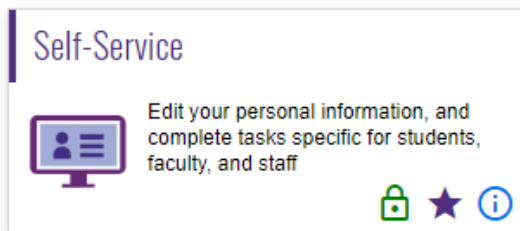
INSTRUCTIONS: Below are instructions on how to update your address, telephone number, or emergency contacts in myUCA Self Service.

If you are updating your address, as a result of an address hold being placed on your account, please contact the UCA Student Accounts Office at **501-450-5015** or **studentaccounts@uca.edu** to inquire about having that hold removed.

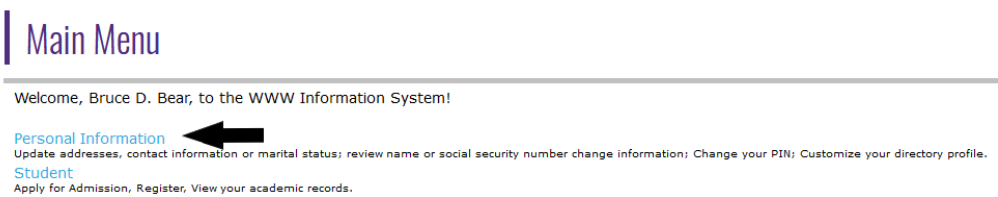
1) Log into myUCA using your username and password.



2) Locate and click on the Self-Service task.



3) Once you are directed to Self - Service, click on Personal Information



4) Click on View Addresses and Phones

Personal Information

- [Answer a Survey](#)
- [Change Security Question](#)
- [View Addresses and Phones](#) ←
- [View E-mail Addresses](#)
- [Update Emergency Contacts](#)
- [Social Security Number Change Information](#)

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5) All available addresses and phone numbers will be shown on this screen. To update, click Update Addresses and Phones

View Addresses and Phones

Your active addresses are sorted by address type.

Addresses and Phones

Mailing Address	Phones
Current: Jan 18, 2008 - (No end date) Primary: 501-4505555 201 S. Donaghey Conway, Arkansas 72032 United States of America	

[[Update Addresses and Phones](#)]

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6) Click the **Current** link beside the address that you would like to update.

Update Addresses and Phones - Select Address

To update your current mailing address with the university, select the link next to the corresponding address below. To insert a new address type, choose the correct address type in the drop down menu and select Submit.

As long as the address is a valid mailing address for you, DO NOT put an End Date (end date is only necessary when an address is no longer current). To receive correspondence from the university (i.e. end of year tax forms, student account information, payroll documents, academic information, etc.), you must have an active current mailing address.

To update your current mailing address with the United States Postal Service (USPS), click [this link](#).

Addresses and Phones

Mailing Address	Phones
Current: Jan 18, 2008 to (No end date) Primary: 501-4505555 ↑ 201 S. Donaghey Conway, Arkansas 72032 United States of America	

Type of Address to Insert:

7) Update the "Until This Date" to the current date. This tells the system that your current address is no longer valid as of this date. Once you have entered the date, click Submit at the bottom of the page.

Mailing Address



Valid From This Date:MM/DD/YYYY	<input type="text" value="01/18/2008"/>			
Until This Date:MM/DD/YYYY	<input type="text" value="10/04/2021"/> ←			
Address Line 1:	<input type="text" value="201 Donaghey Ave"/>			
Address Line 2:	<input type="text"/>			
Address Line 3:	<input type="text"/>			
City:	<input type="text" value="Conway"/>			
State or Province:	<input type="text" value="Arkansas"/>			
ZIP or Postal Code:	<input type="text" value="72035-5001"/>			
County:	<input type="text" value="Faulkner"/>			
Nation:	<input type="text" value="Not Applicable"/>			
Delete this Address:	<input type="checkbox"/>			
Primary Phone Number For This Address:				
Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
<input type="text" value="501"/>	<input type="text" value="4505555"/>	<input type="text"/>	<input type="text" value="OR"/>	<input type="checkbox"/>

8) You will now see that the "until" date is present on the old address. Insert a new mailing address, using the drop-down and click Submit.

Update Addresses and Phones - Select Address

To update your current mailing address with the university, select the link next to the corresponding address below. To insert a new address type, choose the correct address type in the drop down menu and select Submit.
 As long as the address is a valid mailing address for you, DO NOT put an End Date (end date is only necessary when an address is no longer current). To receive correspondence from the university (i.e. end of year tax forms, student account information, payroll documents, academic information, etc.), you must have an active current mailing address.
 To update your current mailing address with the United States Postal Service (USPS), click [this link](#).

Addresses and Phones
Mailing Address **Phones**
 Current: Jan 19, 2008 to Oct 04, 2021 Primary: 501-4505555
 201 Donaghey Ave
 Conway, Arkansas 72035-5001
 Faulkner





Type of Address to Insert: 
 
 Select
 Mailing Address
 Parent 1 Address of Student


[\[View Addresses and Phones \]](#)

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9) Enter the most current date in the "From This Date" field and enter your new address in the fields below. You can also update the primary phone number that should be associated with this address. Once all fields are entered, click the Submit button.

Mailing Address
 Valid From This Date:MM/DD/YYYY 
 Until This Date:MM/DD/YYYY
 Address Line 1:
 Address Line 2:
 Address Line 3:
 City:
 State or Province: 
 ZIP or Postal Code:
 County: 
 Nation: 
 Delete this Address:
Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
<input type="text" value="501"/>	<input type="text" value="450"/>	<input type="text" value="5000"/> 	OR <input type="text"/>	<input type="checkbox"/>

10) Your most current address should now be shown on your screen.

Update Addresses and Phones - Select Address

To update your current mailing address with the university, select the link next to the corresponding address below. To insert a new address type, choose the correct address type in the drop down menu and select Submit.
 As long as the address is a valid mailing address for you, DO NOT put an End Date (end date is only necessary when an address is no longer current). To receive correspondence from the university (i.e. end of year tax forms, student account information, payroll documents, academic information, etc.), you must have an active current mailing address.
 To update your current mailing address with the United States Postal Service (USPS), click [this link](#).

Addresses and Phones
Mailing Address **Phones**
 Current: Oct 04, 2021 to (No end date) Primary: 501-450 5000
 201 Donaghey Ave
 Conway, Arkansas 72035-5001
 Faulkner

Type of Address to Insert: 

[\[View Addresses and Phones \]](#)

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