

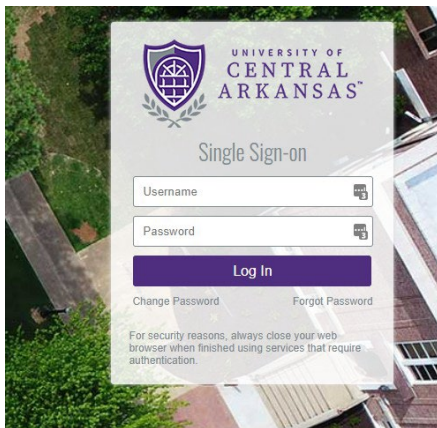


Address Change (myUCA Self Service)

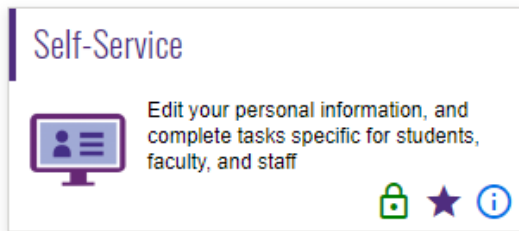
INSTRUCTIONS: Below are instructions on how to update your address, telephone number, or emergency contacts in myUCA Self Service.

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.

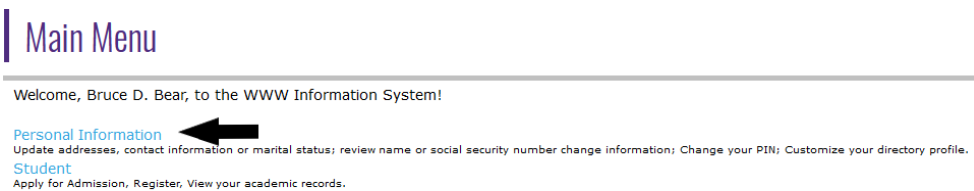
1) Log into myUCA using your username and password.



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



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



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4) Click on General 9x Self-Service

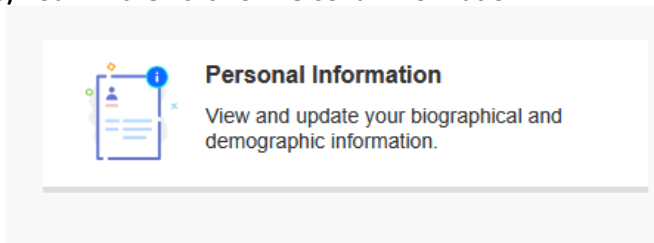
Personal Information

[Answer a Survey](#)
[View E-mail Addresses](#)
[Social Security Number Change Information](#)
[General 9x Self-Service](#) ←

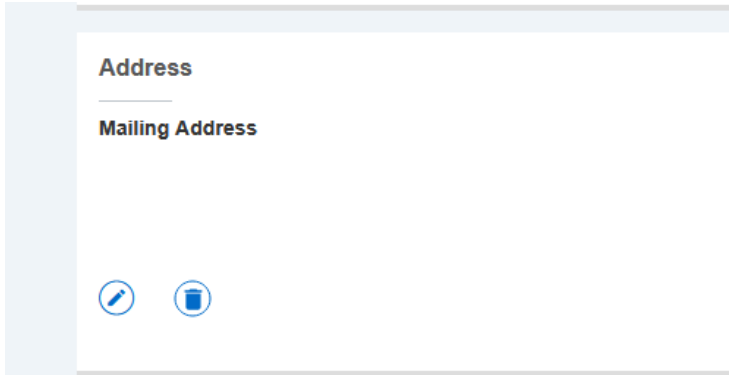
RELEASE: 8.11

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5) You will then click on Personal Information



6) You will then scroll down to the Address section and click the blue pencil to update



7) Update the "Valid Until" 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 This tells the system that your current address is no longer valid as of this date.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 Update at the bottom of the page.

Edit Address ×





| | | |
|-----------------|------------|-------------|
| Type of Address | Valid From | Valid Until |
| Mailing Address | 05/01/2020 | 02/07/2025 |


| | | |
|----------------------|----------------------|----------------------|
| Address Line 1 | Address Line 2 | Address Line 3 |
| 201 Donaghey Ave | Enter Address Line 2 | Enter Address Line 3 |
| Address Line 4 | City | State/Province |
| Enter Address Line 4 | Conway | Arkansas |
| County | Zip/Postal Code | Country |
| Faulkner | 72034 | Not Applicable |

[Cancel](#)

[Update](#)







8) You will now select Add New in the right corner

| Address | |
|---|--|
| Mailing Address Current 05/01/2020 - (No end date) 3 Riley Rd Conway Arkansas 72032-9427   | UCA Work Address Current 05/16/2019 - (No end date) Registrar's Office Harrin Hall Conway Arkansas 72035   |

[+ Add New](#) 

9) You will now select the address type and enter today's date in the "Valid From" field and enter your new address in the fields below. You do not need to enter a date in "Valid Until". Once all fields are entered, click the Add button.

Add Address ✕

| | | |
|---|---|--|
| Type of Address Mailing Address  | Valid From 02/07/2025  | Valid Until MM/dd/yyyy  |
| Address Line 1 201 Donaghey Ave | Address Line 2 Enter Address Line 2 | Address Line 3 Enter Address Line 3 |
| Address Line 4 Enter Address Line 4 | City Conway | State/Province Arkansas  |
| County Faulkner  | Zip/Postal Code 72034 | Country United States of America  |

[Add](#) 