

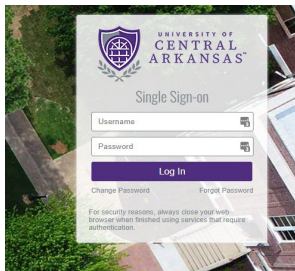


Address Change (myUCA Self Service)

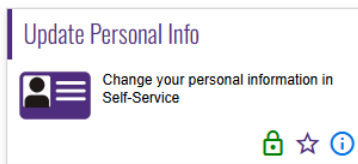
INSTRUCTIONS: Below are instructions on how to update your address, telephone number, or emergency contacts in myUCA Self Service.

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 (my.uca.edu) using your username and password.



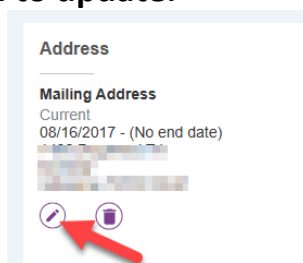
2. Locate and click on the Update Personal Info tile.



***Note:** you can use the Search feature in the menu to help locate this tile.



3. You will then scroll down to the Address section and click the purple pencil icon to update.



4. End Current Address.

1. Update the "Valid Until" field to the current date.
2. Once you have entered the date, click Update at the bottom of the page.

Edit Address

Type of Address: Mailing Address

Valid From: 08/16/2017

Valid Until: 10/14/2025

Address Line 1: [Redacted]

Address Line 2: Enter Address Line 2

Address Line 3: Enter Address Line 3

Address Line 4: Enter Address Line 4

City: [Redacted]

State/Province: Arkansas

County: [Redacted]

Zip/Postal Code: [Redacted]

Country: Not Applicable

Buttons: Cancel, Update

5. Select "Add New" in the right corner

Address

Mailing Address: Current, 08/16/2017 - (No end date)

UCA Work Address: Current, 08/16/2017 - (No end date)

+ Add New

6. Add New Address Information.

1. Select the address type
2. Enter today's date in the "Valid From" field. (You do not need to enter a date in "Valid Until".)
3. Enter your new address in the fields below.
4. Once all fields are entered, click the Add button.

Add Address

Type of Address: Mailing Address

Valid From: 10/14/2025

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: Select State

County: Arkansas

Zip/Postal Code: 73025

Country: Select Country

Buttons: Add