• You will log onto JNET, go to the Academic Records Tab, then select Update Addresses and Phone:



• If you have multiple address types, they would be listed as such:

Local			Phones	
Current: Aug 700 Kings	04, 2020 to (No Jniversity Blvd sville, Texas 78	end date) 8363	Primary:	None Provided
Permanent			Phones	
Current: Aug 700 Kings	04, 2020 to (No Jniversity Blvd sville, Texas 78	end date) 8363	Primary:	None Provided

• If you need to add a Local Address, select Local from the drop down menu:

Type of Address to Insert:	Select 🗸
	Select
Submit	Billing
	Diploma Mailing Address
(Local
	Mailing
	Permanent
	Cirilarent

• Enter your address information as shown and then click the Submit button:

Local	
Valid From This Date:MM/DD/YYYY	08/04/2020
Until This Date:MM/DD/YYYY	
Address Line 1:	700 University Blvd
Address Line 2:	
Address Line 3:	
City:	Kingsville
State or Province:	Texas 🗸
ZIP or Postal Code:	78363
County:	Not Applicable
Nation:	Not Applicable

• Your address should now show as a Local Address:

Local	Phones
Current: Aug 04, 2020 to (No end	date) Primary: None Provided
700 University Blvd	
Kingsville, Texas 78363	3