Changing Addresses and Phone Numbers

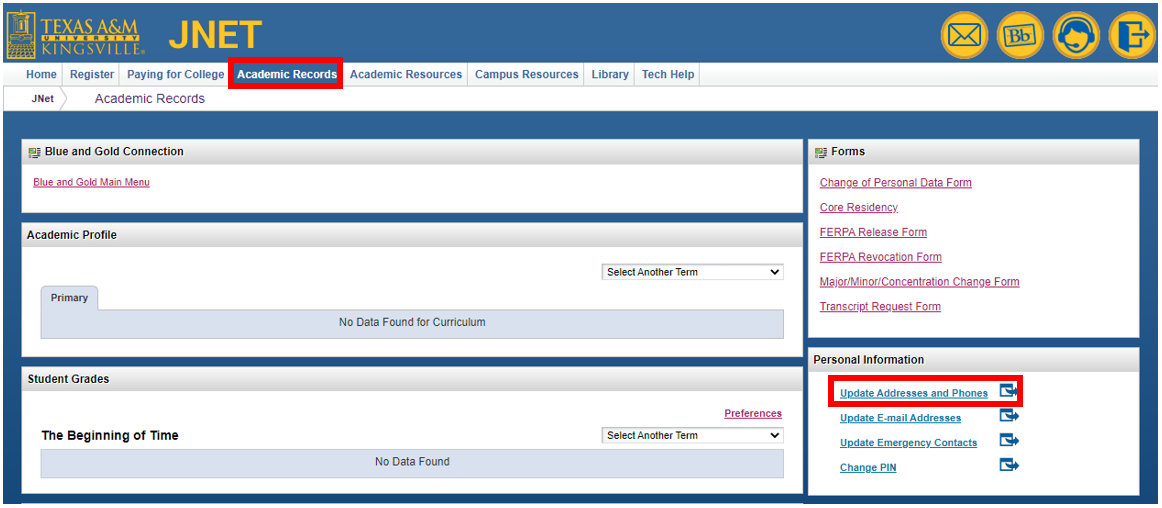
On Blue & Gold

Step by Step Viewing Process

Texas A&M University-Kingsville

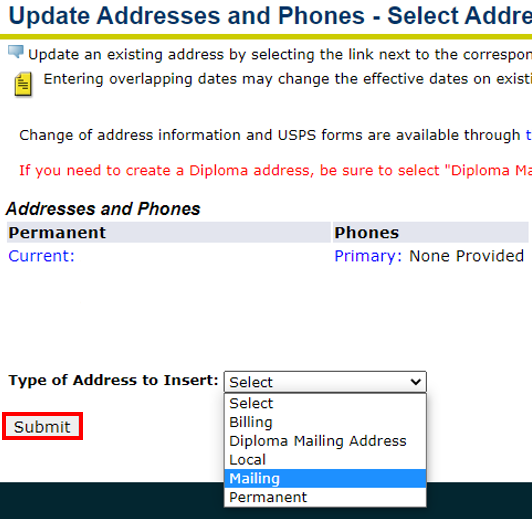
JNET to Blue & Gold to Main Menu

Go to **jnet.tamuk.edu** and sign in using your ku ID and university password. Click on **Academic Records** then on the far right side of your screen under Personal Information Click on **Update Addresses and Phones.**

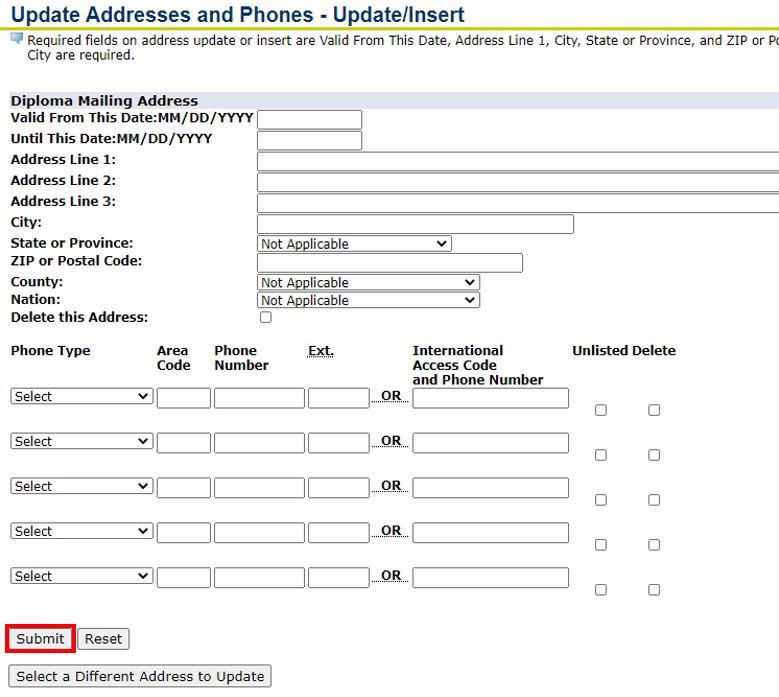


Adding Addresses and Phone Numbers

If you are creating a new address, or wish to add an address click on the **Type of Address to Insert** Box and select the type of address you would like to edit. Then **click Submit**. Hint: With every Address Type you can add a phone number as an additional contact. This is how you can update your phone number for the University to contact you. ☺



After you click submit, you will be able to fill insert the address and phone number. When you are done filling out the boxes and everything looks correct click **Submit.**



Updating Addresses and Phone Numbers

If you wish to update your address click on the **Current hyperlink** next to the address. Select the box that you wish to change and edit. Once you are done editing or adding to the address, click **Submit** to save the information.

