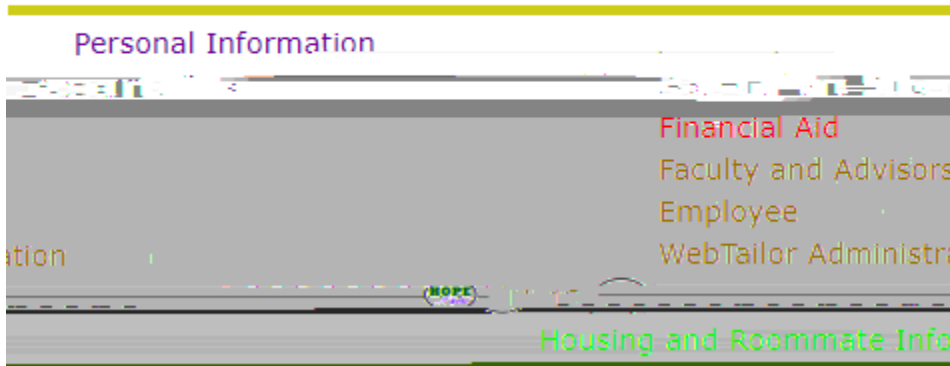


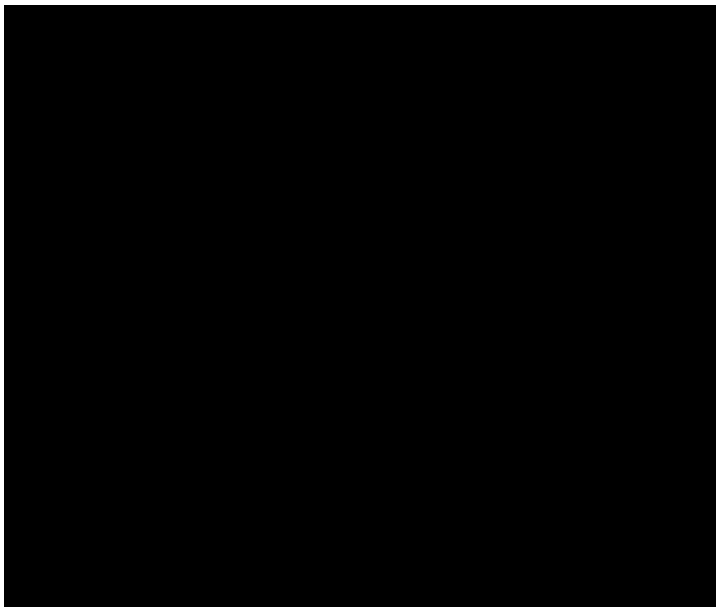
New Address Entry in plus.hope.edu

1. Log into plus.hope.edu. It will look something like below:

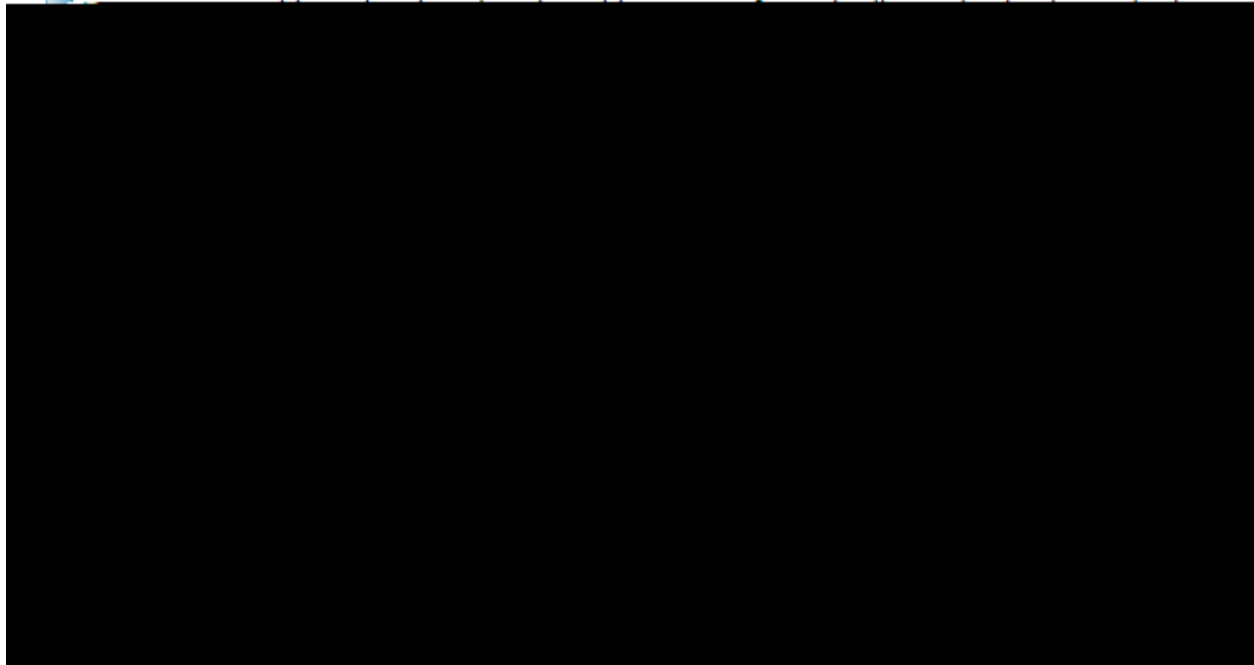
Main Menu



2. Click Personal Information from Main Menu (pictured above)



3. Click Update Addresses and Phone



4. Click on down arrow to the right of Type of Address to Insert and pick self reported address and Click submit



There is no other address which is not applicable. If you are providing a self phone number, you must provide a valid phone number. If you are providing a self phone number, you must provide a valid phone number. If you are providing a self phone number, you must provide a valid phone number.

Self Reported Address		
Walled Room (this is used:MM/DD/YYYY)		
Unit (this is used:MM/DD/YYYY)		
Address 0 Line 0:		
Address 0 Line 2:		
Address 0 Line 3:		
City:		
State or Province:		
County:		
Nation:		
Delete this Address:		
Primary Phone Number		
Area Code		Phone Number

For This Address:		
Extension	International Access Code and Phone Number	Unlisted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OR

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Self Reported 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:

5. Enter your new address like the example above
6. When finished, click the submit button

