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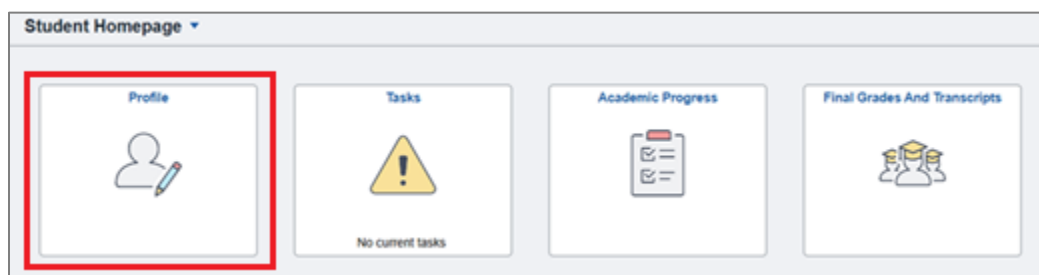
Address Changes in myStThom

Introduction

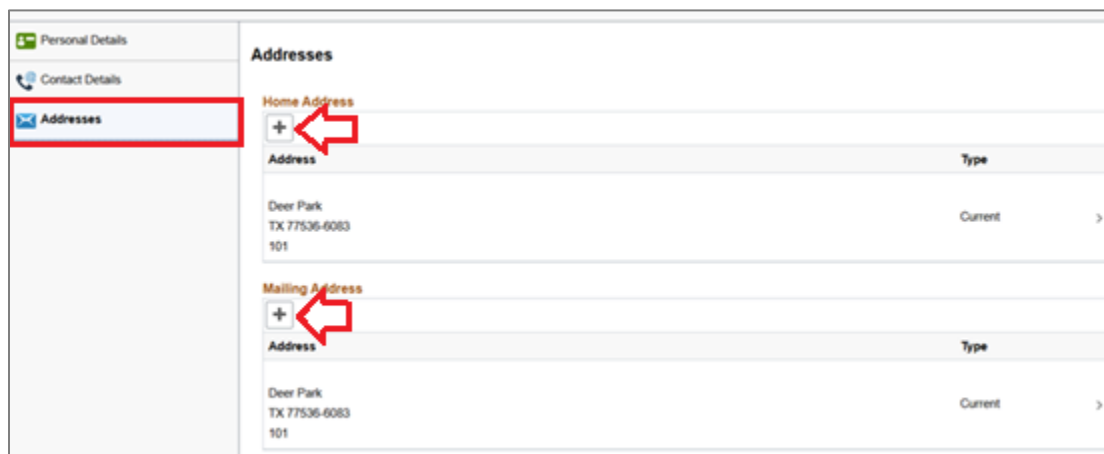
Students can change their home and mailing addresses directly in myStThom. Below is a quick steps-by-step guide to assist with this process.

Procedure

Log into your myStthom account (<https://peter.stthom.edu/psp/PAPRD/?cmd=login>). On the Student Homepage, select the *Profile* tile.



On the *Profile* page, click *Addresses*. Here you can review your current address and adjust. Click the plus sign over your address to add a new address. In this example, we will update the *Home Address*.



Set the from line to the current date. Check the Country of the address. If the address is outside of the United States, click the magnifying glass to adjust it.

Type in the new address. If you have an apartment number, list it on the Address 2 line. Once you fill in City and State, your postal code will be automatically filled in for you.

Click *Save* at the top right corner of the screen.

The screenshot shows the 'Add Address' form with the following fields and annotations:

- Step 1:** A yellow arrow points to the plus sign (+) next to the 'Home Address' section in the left sidebar.
- Step 2:** A yellow arrow points to the 'From' date field, which is set to 01/31/2025.
- Step 3:** A yellow arrow points to the 'Address 1' field, which contains '3800 Montrose Blvd'.
- Step 4:** A yellow arrow points to the 'City' field, which contains 'Houston'.
- Step 5:** A yellow arrow points to the 'Save' button in the top right corner of the form.

The form also includes fields for 'Country' (United States), 'Address 2', 'Address 3', 'State' (TX), 'Postal' (77006-4626), and 'County' (101). A 'Clear' button is located at the bottom left of the form.

Repeat this process for your *Mailing Address* if needed.

Click on the plus sign in the *Mailing Address* section and input another address. You can also use the *Copy From* link, select the previously entered address, and the page will fill. Remember to *Save* once the new address has been added.

The screenshot shows the 'Add Address' form with the following fields and annotations:

- Step 1:** An orange arrow points to the plus sign (+) next to the 'Mailing Address' section in the left sidebar.
- Step 2:** An orange arrow points to the 'Copy From' link, which is used to select a previously entered address.
- Step 3:** An orange arrow points to the 'Select Address' dialog box, which shows the address '3800 Montrose Blvd, Houston, TX 77006-4626, 101'.

The form also includes fields for 'Type' (Mailing), 'From' date (01/31/2025), 'Country' (United States), 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Postal', and 'County'. A 'Cancel' button is in the top left and a 'Save' button is in the top right.

Please send us an email (registrar@stthom.edu) if you have any question or issues with this process. Thank you!