

Adding or Editing Address Information CAESAR

Please Note: If you are a Kellogg student, you will need to update your information in the Kellogg system (Matrix). It will then be updated in CAESAR overnight.

You can review, correct, add, or delete your present (active) and future-dated addresses in your **Personal Portfolio**. You should review and update your addresses regularly so that the university can send you invoices, grades, financial aid materials, and other important correspondence.

Addresses in your portfolio are identified by types. The types currently available are **Billing, Current, Permanent,** and **9PAY**.

Billing - use this address type if you want to override where your invoices are normally sent. For example, Undergraduate bills normally go to the student's "Permanent" address.

Current - your local address, either on or off campus.


Permanent - your permanent home address, often the home of your parent(s) or legal guardian(s).

Note: Your permanent address is not the same as your parent or legal guardian address. To update the parent/legal guardian address please contact the Office of the Registrar.

The **Addresses** page lists your currently active addresses on file with the university. You can review and change your addresses from this page. For example, if you are moving into an apartment for the summer, you would need to update your "Current" address.

Edit an Address:

Step 1 From the menu navigate to: Personal Portfolio > My Addresses (or Personal Information) > Addresses

Step 2 Click on the edit button  next to the address you want to edit (e.g. Current, Permanent, Billing or 9PAY).

Step 3 Edit address information as necessary.

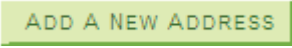
Step 4 Press .

Step 5 Put a checkmark in the box of the Address Type(s) you are changing.

Step 6 Press the  button to save your modifications.

Adding an Address:

Step 1 From the menu navigate to: Personal Portfolio > My Addresses (or Personal Information) > Addresses

Step 2 Click on the  button.

Step 3 Enter the address information.

Step 4 Press .

Step 5 Put a checkmark in the box of the Address Type(s) you are changing.

Step 6 Press the  button to save your modifications.

To ensure account security, when you have completed your transaction, from top right of the **CAESAR banner**, click **Sign out** to close your session and then quit your browser. **For more information about using these and other CAESAR functions, please see the online help available from <http://www.northwestern.edu/caesar/help/>.** If you need further assistance, please contact the IT Information Center helpdesk located at 1800 Sherman Avenue, at 847-491-HELP or caesar@northwestern.edu.