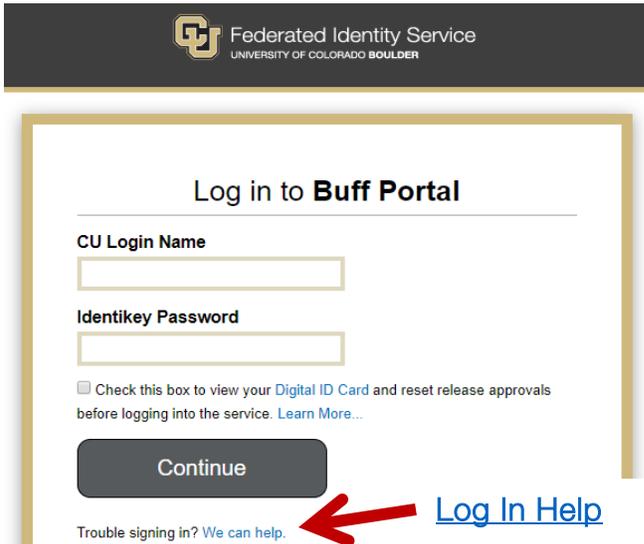


## Adding & Updating Your Address in Buff Portal

- F-1 and J-1 students must inform ISSS of a new address within **10 days** of moving
  - Report a change of address to ISSS by updating your address in [Buff Portal](#)
  - Students on OPT must *also* update their address in their [SEVP Portal](#)
- For SEVIS reporting purposes, you must provide your:
  - F1/J1 INTERNATIONAL: Your address in your home country
  - HOME: Your address in your home country
  - LOCAL: Your local Colorado address

### Adding a New Address in MyCUInfo

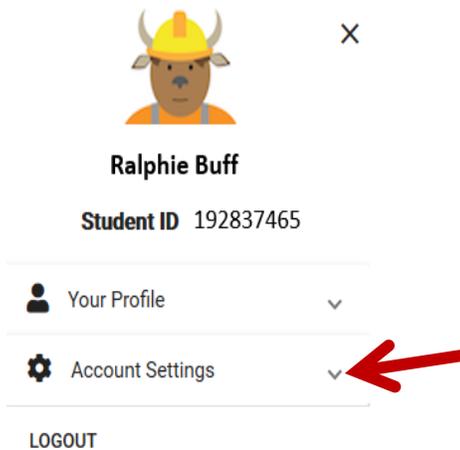
1. Log into [Buff Portal](#) with your [IdentiKey](#) and IdentiKey password



2. Click on the **My Profile and Account Settings** icon on the far right side of the screen



3. Click on the **Account Settings** dropdown menu arrow



#### 4. Click on **Addresses**

▼ **Contact Information**

CU Guest Access

FERPA Release

Security Passphrase

**Addresses** ←

Email Addresses

Phone Numbers

Pronouns

Gender Identity

Sexual Orientation

Emergency Contact

Names

#### 5. Click on **Add a New Address**

View, add, change or delete an address.



#### 6. Enter address and click on **OK**

- If you are entering F/J International or Home (international) address, be sure to change the country.

Country **United States** ← [Change Country](#)

Address 1

Address 2

Address 3

Town or City:

State

Postal

County

OK Cancel

#### 7. Verify the address, select the corresponding address type (e.g., Local, F/J), and click on **Save**

- LOCAL: Your local Colorado address
- F1/J1 INTERNATIONAL: Your address in your home country

Address Types

Home  Mail  Local  F1/J1 Intl

Add a new address

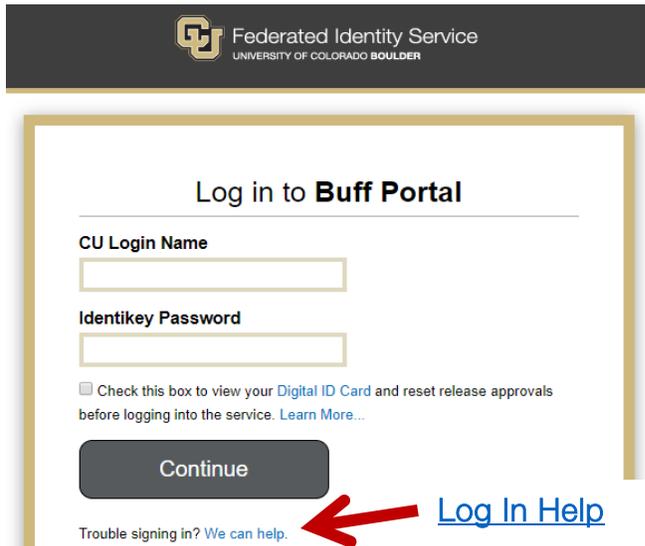
Edit Address

Date new address will take effect: 07/30/2019 (EXAMPLE: 12/31/2000)

Save

## Updating an Existing Address in Buff Portal

1. Log into [Buff Portal](#) with your [IdentiKey](#) and IdentiKey password

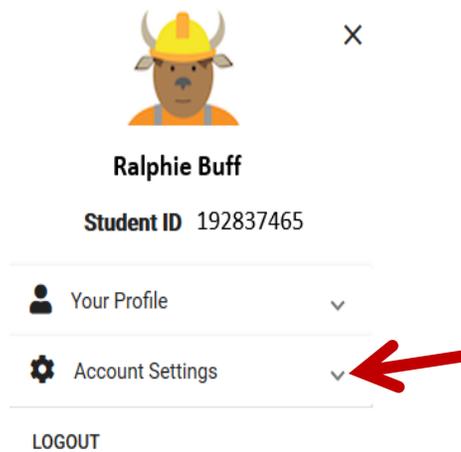


The image shows the login page for the Buff Portal. At the top, there is a header for the Federated Identity Service at the University of Colorado Boulder. The main heading is "Log in to Buff Portal". Below this, there are two input fields: "CU Login Name" and "Identikey Password". A checkbox is present with the text: "Check this box to view your Digital ID Card and reset release approvals before logging into the service. [Learn More...](#)". A "Continue" button is located below the fields. At the bottom left, there is a link: "Trouble signing in? We can help." with a red arrow pointing to it. At the bottom right, there is a link: "[Log In Help](#)" with a red arrow pointing to it.

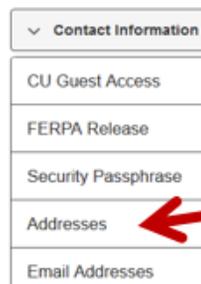
2. Click on the **My Profile and Account Settings** icon on the far right side of the screen



3. Click on the **Account Settings** dropdown menu arrow



4. Click on **Addresses**



5. Click on **Edit** next to the address you would like to update

View, add, change or delete an address.

ADDRESS TYPE	ADDRESS	
Home		<a href="#">Edit</a>
Mail		<a href="#">Edit</a>
Local		<a href="#">Edit</a>

[Add a new address](#)

Step 6: **Update the address** and click on **OK** to save the change

- If you are entering F/J International or Home (international) address, be sure to change the country.

Country United States

[Change Country](#)

Address 1

Address 2

Address 3

Town or City:

State

Postal

County

- The last field for the LOCAL address is *county*, not *country*.

Step 7: **Verify the address**, select the corresponding address type (e.g., Local, F/J), and click on **Save**

- Make sure you entered the address correctly
- Confirm you have only checked the box(es) associated with address(es) you would like to update
  - If you select Home and F/J International, you will update the address associated with *both* address types
  - If you just select Local, you will only update your local address

Address Types

Home  Mail  Local  F/J Int'l

Address

[Edit Address](#)

Date new address will take effect:  (EXAMPLE: 12/31/2000)

**Make sure you select the correct address type(s).**

- If the address is used for more than one address type, select each address type associated with the address.
- Deselect address types that do not apply

A confirmation message will appear if your address update was successful.

