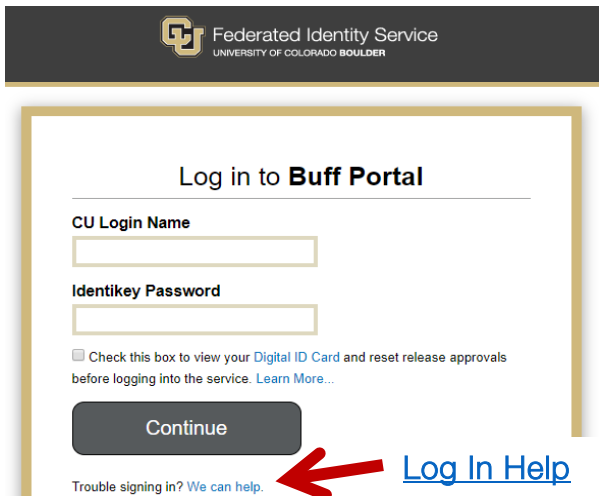


Adding & Updating Your Address in Buff Portal

- 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
- Access the Office of the Registrar's website for additional information about how [CU uses and protects your contact information](#).

Adding a New Address in MyCUInfo

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



Federated Identity Service
UNIVERSITY OF COLORADO BOULDER

Log in to **Buff Portal**

CU Login Name

Identikey Password

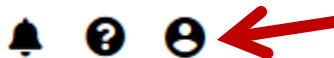
Check this box to view your [Digital ID Card](#) and reset release approvals before logging into the service. [Learn More...](#)

Continue

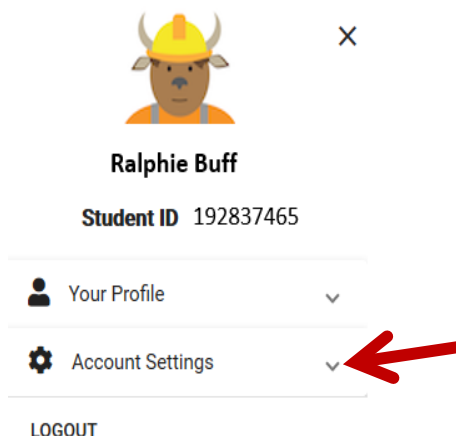
[Log In Help](#)


Trouble signing in? [We can help.](#)

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




 X

Ralphie Buff

Student ID 192837465

 Your Profile ▾

 Account Settings ▾

LOGOUT

4. Click on **Profile & Privacy**

- Your Profile
- Account Settings
- IdentiKey, Password and Email
- Profile and Privacy

5. 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.

Add a new 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 [Change Country](#)

United States

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 Int'l

Add a new address


[Edit Address](#)

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

[Save](#)

Updating an Existing Address in Buff Portal

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

 Federated Identity Service
UNIVERSITY OF COLORADO BOULDER

Log in to **Buff Portal**

CU Login Name

Identikey Password

Check this box to view your [Digital ID Card](#) and reset release approvals before logging into the service. [Learn More...](#)


[Continue](#)

Trouble signing in? [We can help.](#) [Log In Help](#)

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

 X

Ralphie Buff

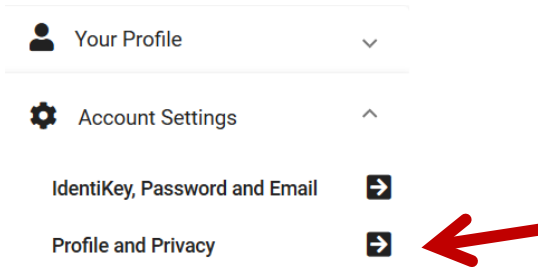
Student ID 192837465

 Your Profile

 **Account Settings**

LOGOUT

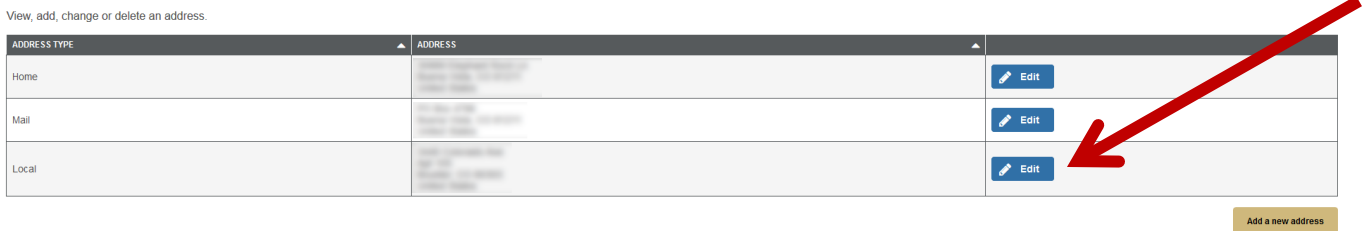
4. Click on **Profile & Privacy**



5. Click on **Addresses**



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



7. **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.

The address update form includes the following fields: 'Country' (with a 'Change Country' link), 'Address 1', 'Address 2', 'Address 3', 'Town or City:', 'State' (with a search icon), 'Postal', and 'County'. The 'Country' field is currently set to 'United States'. A red arrow points to the 'Change Country' link, another red arrow points to the 'County' field, and a third red arrow points to the 'OK' button.

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

8. **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

The screenshot shows a web form titled "Address Types" with four radio button options: Home, Mail, Local (which is selected), and F1/J1 Intl. Below the options is an "Address" field with a placeholder and an "Edit Address" button. A callout box with a black border and white background contains the text: "Make sure you select the correct address type(s)." followed by two bullet points: "- If the address is used for more than one address type, select each address type associated with the address." and "- Deselect address types that do not apply". A red arrow points from the callout box to the "Local" radio button, and another red arrow points from the callout box to the "Save" button at the bottom right of the form. Below the form, there is a "Date new address will take effect:" label, a date input field, and a calendar icon. The text "(EXAMPLE: 12/31/2000)" is visible next to the date field.

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

