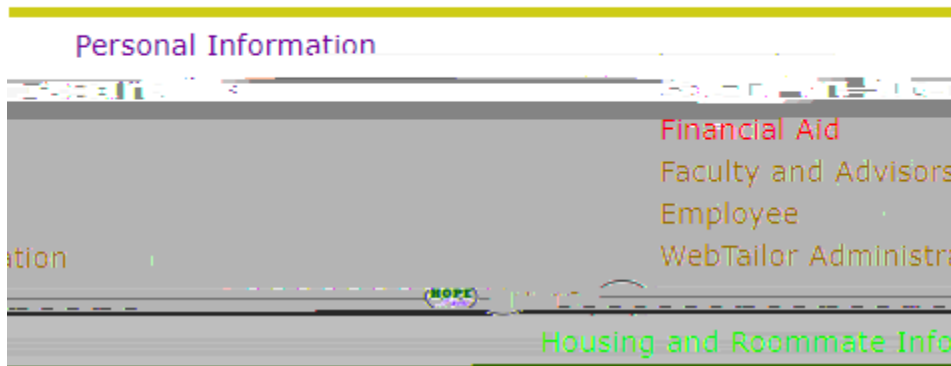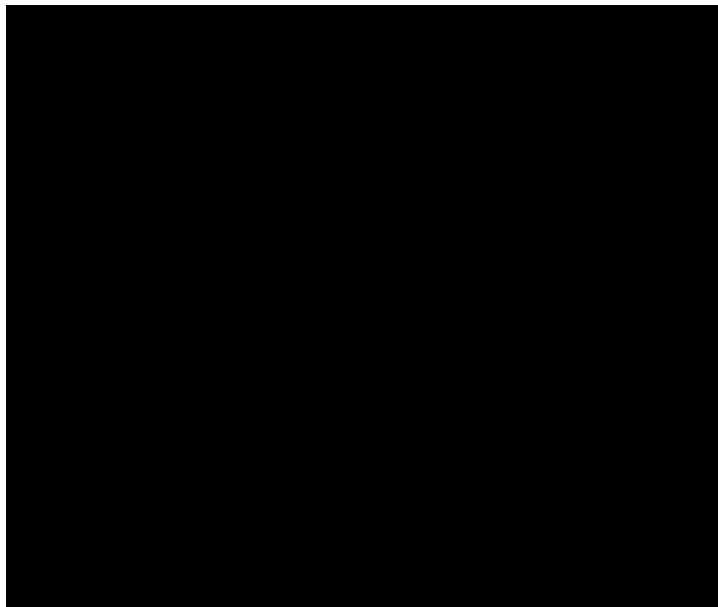# New Address Entry in plus.hope.edu

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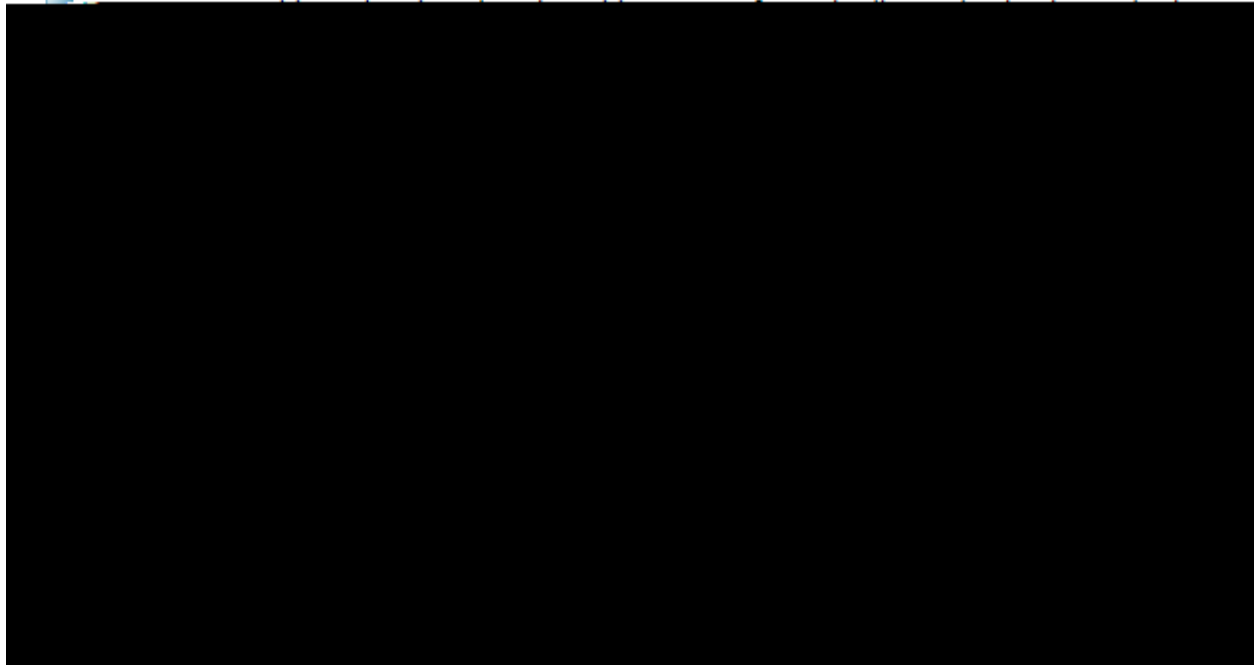
Main Menu

Personal Information

Financial Aid

Faculty and Advisors

Employee

WebTailor Administra

...ation

(HOPE)

Housing and Roommate Info

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

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:

County:

Nation:

Delete this Address:

Primary Phone Number

Not Applicable

Not Applicable

Not Applicable

For This Address:

| Extension | International Access Code and Phone Number | Unlisted | Area Code | Phone Number |

Self Reported Address

Valid From This Date:MM/DD/YYYY | 2/2/2021

Until This Date:MM/DD/YYYY

Address Line 1: | 110 East 10th Street

Address Line 2:

Address Line 3:

City: | Holland

State or Province: | Michigan

5. Enter your new address like the example above

6. When finshed, click the submit button