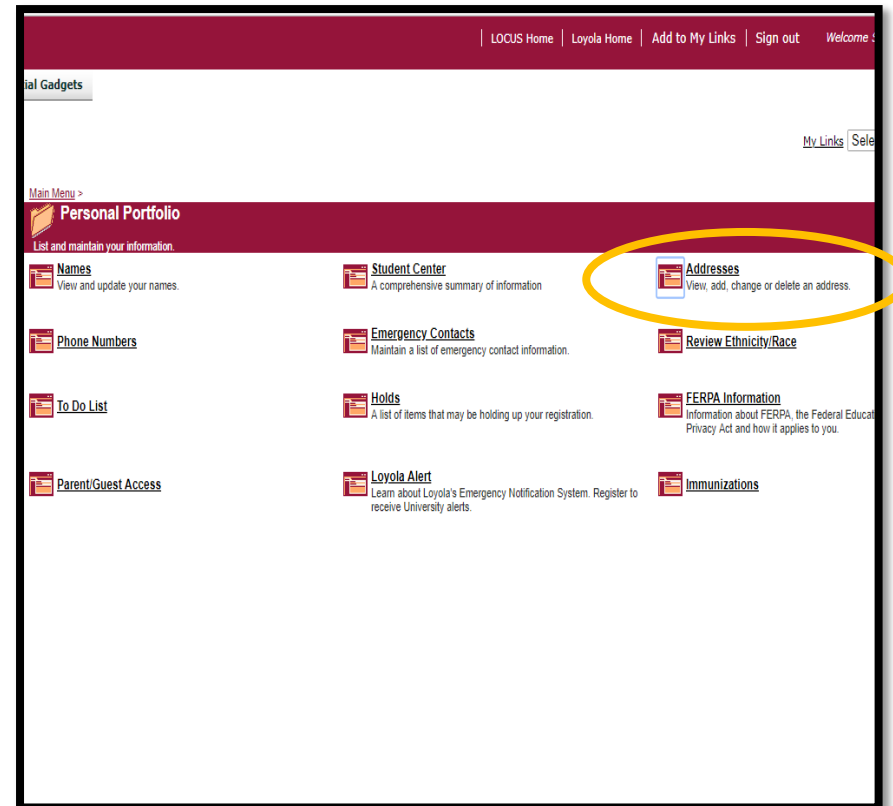
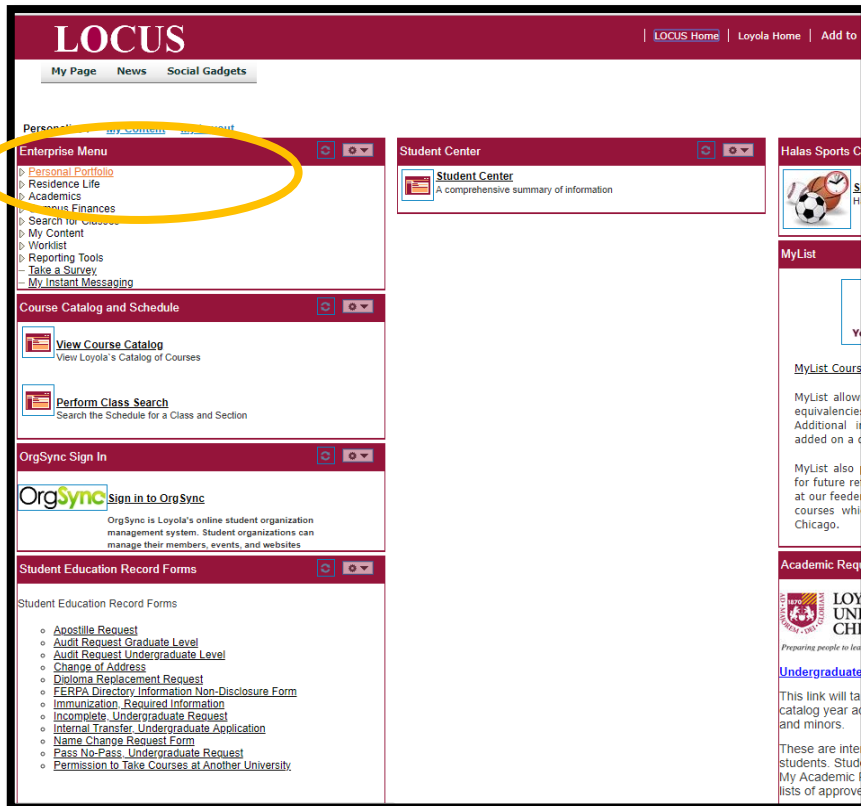


How to change your address on LOCUS

1. Go to locus.luc.edu
2. Enter your UVID* and password.
UVID can be found in your acceptance letter

3. Click on Personal Portfolio on the top left column
4. Click on Addresses on the right hand side



Do NOT delete the address in your home country!

5. Click on Add New Address and enter your new current residence in Chicago.

The screenshot shows the CUS (Catholic University of St. Louis) personal information page. The user is logged in as 'LOCUS Home | Loyola Hor'. The page has a navigation bar with 'News' and 'Social Gadgets'. The main content area is titled 'Addresses' and includes a search bar, tabs for 'Personal Information' and 'Security', and a sub-menu with 'Addresses', 'Names', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Demographic Information', and 'Ethnicity'. Below this is a table with columns 'Address Type' and 'Address'. The table lists three address types: 'Mail', 'Permanent', and 'Local Off-Camp', each with a corresponding address field and an edit icon. An 'Add a new address' button is located below the table. At the bottom, there is a 'Go to top' link.

6. Select Home, Mail and Permanent as the Address Type, and Save

If your address and/or contact information change, please update them on LOCUS within 10 days of the change.

The screenshot shows the 'Add a new address' form in the CUS system. The user is logged in as 'LOCUS Home | Loyola Home | Add to My Links'. The page has a navigation bar with 'Social Gadgets'. The main content area is titled 'Addresses' and includes a search bar, a 'Personal Information' tab, and a sub-menu with 'Addresses', 'Names', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Demographic Information', and 'Ethnicity'. Below this is a form titled 'Add a new address' with a text input field and an 'Edit Address' button. To the right of the form is a list of 'Address Types' with checkboxes: 'Home', 'Mail', 'Dorm', 'Legal', 'Other', 'Other 2', 'Permanent', 'Preferred', 'Veteran', 'Local Off-Camp', and 'Diploma'. At the bottom, there is a 'Date new address will take effect' field with a date picker set to '04/25/2018' and an example '(example: 12/31/2000)', and a 'Save' button.