1. Go to [my.asu.edu](http://my.asu.edu/) and click profile.



1. Click on any of the links for Address under the Contact Details section



1. If you already have a work address, click the pencil icon. If not, click Add a new address



1. Fill out the address field as noted below. Click Ok.



1. On the next screen, select Campus Location.
Optional: Select a future date for the address to take effect.
Click Save.
