

Update Your Addresses (Diploma, Mail, Newspaper)

From the Home page of Stout's website go to the "Logins" tab at the top of the page to get to Access Stout. Then, Select "Access Stout" in the "Personal Accounts" category.

| Logins |

- Personal Accounts ▾
 - Access Stout
 - Activity Insight
 - Campus Card
 - Email
 - My UW
 - OrgSync

NOTE: To change your home address, use the [Address Change Form](#)

To update your diploma, mail, or newspaper address, log in to **Access Stout** with your **User ID** and **Password**.

1

Log in

Select **Self Service**.

2

Select Self Service

In the category **Campus Personal Information**, select **Addresses**.

3

Select Addresses

Update Your Addresses (Diploma, Mail, Newspaper)

4

Select
Add a New
Address

To add a new address or change an existing one, select **Add a New Address**.

The screenshot shows a web interface with two tabs: "Personal Information" and "Security". Under "Security", there are sub-tabs for "addresses", "names", "phone numbers", "email addresses", and "internet addresses". The "addresses" sub-tab is selected. Below the sub-tabs is the heading "Addresses" and the text "View, add, change or delete an address." A message box states "No current address information found." At the bottom, a green button labeled "ADD A NEW ADDRESS" is circled in red.

5

Enter
Information

Enter the information for your new or updated address and select **OK**.

The screenshot shows the "Edit Address" form. It includes fields for "Country" (United States), "Address 1" (1234 Main St), "Address 2", "Address 3", "City" (Menomonie), "State" (WI), and "County" (Dunn). There are "Change Country", "OK", and "Cancel" buttons. The "OK" button is circled in red.

6

Select
Save

Choose the type of address you are adding or updating (Mail, Diploma, or Newspaper) and select **Save**.

The screenshot shows the "Add a new address" form. It includes a text area for the address, a date field for "Date new address will take effect" (09/28/2011), and a "SAVE" button circled in red. To the right, the "Address Types" section has checkboxes for "Mail", "Diploma" (checked), and "Newspaper".