

Change Address or Contact Telephone Number

Location(s): myNKU → Student Self-Service

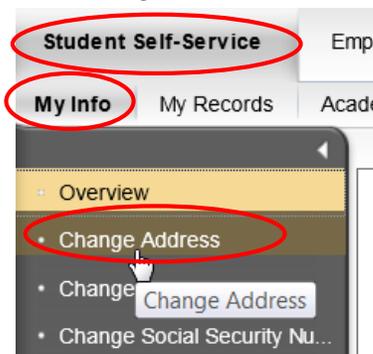
Purpose: Perform this procedure when you need to change your mailing address and/or contact telephone number.

[Address](#)

[Contact telephone](#)

Address

1. Log into myNKU.
2. Select the Student Self-Service tab.
3. Select the My Info sub-tab.
4. Click Change Address.



5. Enter the information in the Address Information fields, using the dropdown arrows as needed.

Address Information

Country: USA

Address Line 1: 123 Main Street

Address Line 2:

City: Cincinnati

State: Ohio

Zip / Postal Code: 45239

County: Hamilton

- Erie
- Fairfield
- Fayette
- Franklin
- Fulton
- Gallia
- Geauga
- Greene
- Guernsey
- Hamilton

6. Select the type of address to be changed; you may select as many uses as needed.

Note: Changing the Permanent Address may impact your tuition rate.

Use Address for

- Current Address
Where a student resides when classes are in session.
- Permanent Address
Where a student resides when classes are not in session.
- Diploma Address
Your diploma will be mailed to this address.

7. Click Save Changes.

Save Changes

8. A confirmation message and updated address will be displayed.

Address Changed

Known Mail Addresses	
Usage	Address Details
Current	123 Main Street,,Cincinnati,OH,45239,US
Permanent	123 Main Street,,Cincinnati,OH,45239,US
Diploma	123 Main Street,,Cincinnati,OH,45239,US

9. Click Log off, located in the top-right corner, to securely close the myNKU session.

Log off

Contact telephone

To update **only** the contact telephone number on file, please retype the same address and include the new number.

1. Retype the address (please see the [Address](#) portion for assistance).
 2. Enter the new contact telephone number xxx-xxx-xxxx format.
 3. Check the appropriate Use Address for.
 4. Click Save Changes.
- Notice the Current and Permanent address is the same as what is entered.
 - Notice the Phone number is being updated for both the Current and Permanent addresses.

Note: Be sure to select the Use Address for before clicking Save Changes.

Known Mail Addresses				Phone	Mobile Phone	Note
Usage	Address Details					
Current	123 Main Street,Highland Heights,KY,41076,US		859-123-4567			Please be aware that changing your Perr questions regarding your residency statu Registrar at 859-572-5556 or registrar@ http://studentaccountservices.nku.edu/ .
Permanent	123 Main Street,Highland Heights,KY,41076,US		859-123-4567			
Diploma	76 Diploma Address,Independence,KY,41051,US					

Address Information

Country: USA

Address Line 1: 123 Main Street

Address Line 2:

City: Highland Heights

State: Kentucky

Zip / Postal Code: 41076

County: Campbell

Phone: 859-987-6543

Mobile Phone:

[Cancel Changes](#) [Save Changes](#)

Use Address for

Current Address
Where a student resides when classes are in session.

Permanent Address
Where a student resides when classes are not in session.

Diploma Address
Your diploma will be mailed to this address.

- A confirmation message and the updated contact telephone number will display:

Note: The diploma phone number was not updated because it was not selected in the Use Address for.

Address Changed

Known Mail Addresses				Phone	Mobile Phone
Usage	Address Details				
Current	123 Main Street,Highland Heights,KY,41076,US		859-987-6543		
Permanent	123 Main Street,Highland Heights,KY,41076,US		859-987-6543		
Diploma	123 Main Street,Alexandria,KY,41076,US		859-123-4567		