

## How to Change *Current Mailing Address* on My MocsNet

1. Go to [www.utc.edu](http://www.utc.edu) and log into MyMocsNet at the top right hand corner.



2. Put in you UTC ID and Password
3. Scroll down and click the tab “Log into MyMocsNet”



4. On the top service bar, click the tab that says “Services”

The screenshot shows the top navigation bar with the university logo and name. Below it, a secondary navigation bar contains 'MyMocsNet', 'Home', 'Academics', 'Services' (circled in red), 'Money', 'Campus Life', and 'Help'. The main content area is divided into several columns: 'Campus Announcements', 'Library Links', 'Alcohol & Other Drug Education', 'Academic Resources', 'Finding Your Way', 'Emergency Preparedness', and 'Information Technology'. The 'Services' menu is highlighted in red in the original image.

5. Scroll down , and on the left side find the section titled “Personal Information”

This screenshot shows the 'Services' page. The 'Services' menu is highlighted in the top navigation bar. The main content area is divided into several columns: 'Services Quicklinks', 'Health and Counseling Services', 'Career Services', 'Office for Students with Disabilities', 'Services Spotlight', and 'Computer Help'. The 'Personal Information' section is highlighted in red in the original image, and a red arrow points to it. The 'Personal Information' section includes links for 'Update Addresses and Phones', 'Update E-mail Addresses', 'Update Emergency Contacts', and 'Change Password'.

6. Scroll down that following page and find the choice bar that reads “Type of Address to Insert”

Type of Address to Insert:  

7. Click the arrow and choose mailing and click submit
8. On the next page, insert your updated information and when finished, press submit.