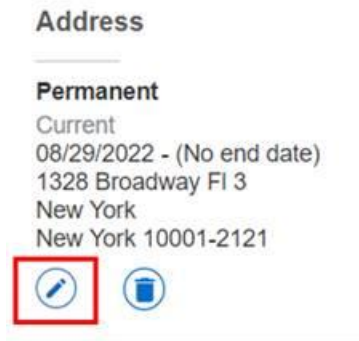


## How to Update Your Address

To update an existing address:

1. Login to [Mercy Connect](#)
2. Select **Personal Information** from within the Administrative Services block
3. **Update your address** by clicking the edit button



4. Enter your updated address.
5. Click **Update**.

Your information will be stored in the system, and you will receive an email within 24 hours that confirms the change of your address in Mercy Connect.

If you require further assistance, faculty and staff may contact [HR@mercy.edu](mailto:HR@mercy.edu) and students may contact [registrar@mercy.edu](mailto:registrar@mercy.edu).