

Step 1, logon to ISIS and from the Student Center select the Town Address link.

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

You are not enrolled in classes.

enrollment shopping cart ▶

other academic... ▼▶▶

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

You have no outstanding charges at this time.

make a payment ▶

other financial... ▼▶▶

click town address link

Personal Information

[Demographic Data](#)
[Emergency Contact Names](#)

other personal... ▼▶▶

Contact Information

Home Address 245 Park Road Bloomsburg, PA 17815 019 Columbia	Town Address (not dorm) None
Mobile None	Campus fml123456@huskies.bloomu.edu

Step 2: Click Add a new address

Personal Information | Security | Participation

addresses | names | phone numbers | email addresses | emergency contacts | demographic information | ethnicity

Addresses

View, add, change or delete an address.

Address Type	Address
Home	245 Park Road Bloomsburg, PA 17815 019 Columbia

ADD A NEW ADDRESS ← click add new address

Personal Information | Security | Participation

[Addresses](#) | [Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Ethnicity](#)

go to ... ▼▶▶

Step 3: Enter your address and click OK, a county is not required.

Bloomsburg UNIVERSITY

Favorites Main Menu > Self Service > Student Center

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:

Enter you address and then click OK, a county code is not required

Step 4: Click Local as the address type then click save

Bloomsburg UNIVERSITY

Favorites Main Menu > Self Service > Student Center

Benjamin Gessner

Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address	
123 Some Street Bloomsburg, PA 17815	Edit Address

Address Types	
<input checked="" type="checkbox"/>	Local
<input type="checkbox"/>	Home *

Date new address will take effect: (example: 12/31/2000)

[Return to Current Addresses](#)

click local and then click save

Step 5: Click OK on the confirmation screen to be returned to the student center.

Save Confirmation

The Save was successful.

OK ← confirmation screen, click OK

Step 6: Review the information and you are done. You can delete or edit from here as necessary.

Addresses

View, add, change or delete an address.

Address Type	Address		
Local	123 Some Street Bloomsburg, PA 17815	edit	delete
Home	245 Park Road Bloomsburg, PA 17815 019 Columbia		

ADD A NEW ADDRESS You will see this screen

Personal Information Security Participation

[Addresses](#) [Names](#) [Phone Numbers](#) [Email Addresses](#) [Emergency Contacts](#) [Demographic Information](#) [Ethnicity](#)

go to ...