


New Address Entry in plus.hope.edu



1. Log into plus.hope.edu. It will look something like below:

Main Menu

- [Personal Information](#)
- [Registrar and Student Accounts](#)
- [Financial Aid](#)
- [Faculty and Advisors](#)
- [Employee](#)
- [WebTailor Administration](#)
-  [Finance](#)
- [Housing and Roommate Info](#)

2. Click Personal Information from Main Menu (pictured above)

Personal Information

-  [Change Password](#)
Only for Current Students and Current Employees
-  [Change PIN](#)
Only for Former Students and Former Employees
- [Change Security Question](#)
Only for Former Students and Former Employees
- [View Addresses and Phones](#)
- [Update Addresses and Phones](#)
- [View E-mail Addresses](#)
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [View Ethnicity and Race](#)
- [Veterans Classifications](#)

3. Click Update Addresses and Phone

Insert a new address by choosing the address type from the list and selecting Submit.



Entering overlapping dates may change the effective dates on existing address records.

Change of permanent address information and USPS forms are available at USPS.com.

Addresses and Phones

Permanent Address

Phones

Current: Aug 24, 1999 to (No end date) Primary: 616-3359148

Holland, Michigan 49423-4561
Ottawa County

Type of Address to Insert:

Submit

Type of Address to Insert:

Submit

4. Click on down arrow to the right of Type of Address to Insert and pick self reported address and Click submit



If you are not living in campus housing, please provide your current (local) address. When inserting an address, all * are required valid for the current academic year. The information you provide will help maintain a safe and secure community.

ALL STUDENTS SHOULD PROVIDE A CELL PHONE NUMBER. If you are living in campus housing, your address information is you do not want your cell phone to be in the campus directory, check the box "Unlisted" next to the phone number. If you need to Development.

Self Reported Address

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
-----------	--------------	-----------	--	----------

OR

Self Reported Address

Valid From This Date:MM/DD/YYYY	<input type="text" value="2/2/2021"/>
Until This Date:MM/DD/YYYY	<input type="text"/>
Address Line 1:	<input type="text" value="110 East 10th Street"/>
Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>
City:	<input type="text" value="Holland"/>
State or Province:	<input type="text" value="Michigan"/>
ZIP or Postal Code:	<input type="text" value="49423"/>
County:	<input type="text" value="Not Applicable"/>
Nation:	<input type="text" value="Not Applicable"/>
Delete this Address:	<input type="checkbox"/>

5. Enter your new address like the example above
6. When finished, click the submit button
