




INSTRUCTIONS FOR CHANGING ADDRESS

- Step 1:** From the AMC Web Page www.atlm.edu click **STUDENT PORTAL**
- Step 2:** Enter your **AMCUID** and **PIN** then click **LOGIN**
- ⇒ If you have never logged on, your PIN is your six-digit BIRTHDATE - (**MMDDYY**)
 - ⇒ If you are unable to log onto the Student Portal, your PIN may be disabled or you are not an active student for the semester.
 - ⇒ If you key in the PIN incorrectly three consecutive times, your PIN will be disabled and you must contact the **REGISTRAR'S OFFICE**.
- Step 3:** Click  *View or update your address (es), phone number (s), address(es), emergency contact information, & marital status; View name change and social security number change information; change your PIN; Customize your directory profile.*
- Step 4:** Click **Update Address(es) and Phone (s)**
- Step 5:** Click **Current** – located to the left of the address you wish to update
- Step 6:** Click the box **Delete this Address**
- Step 7:** Click **SUBMIT**
- Step 8:** Select ****Mailing*** from the pull down menu for **Type of Address to Insert**
- Step 9:** Click **SUBMIT**
- Step 10:** Enter current date **MM/DD/YYYY (2 digit month – 2 digit date – 4 digit year)**
Leave the Until this Date field blank.
- Step 11:** Once you have completed the all of fields scroll to the bottom of the screen. Click **SUBMIT**
- Step 12:** View Address - if correct , click exit. Close your browser when done