

**SCHOOL OF SOCIAL WORK
UNIVERSITY OF PITTSBURGH**

M E M O R A N D U M

TO: Incoming Students

FROM: Marcia Piel

DATE: August 13, 2019

RE: Change of Address

If your mailing address has changed since you registered for Fall Term classes, you will need to update this address in the Pitt Portal. To update your address:

- ACCESS THE UNIVERSITY PORTAL AT www.my.pitt.edu
- SELECT STUDENT CENTER LOGIN
- FOLLOW THE MENU PATH:
 - Home > Self Service > Student Center
 - SCROLL TO THE "PERSONAL INFORMATION" HEADING
 - CHOOSE "Addresses" FROM THE PULL-DOWN BOX AND CLICK ON THE ARROW NEXT TO THE PULL-DOWN BOX > CHOOSE THE "Edit" BOX FOR THE MAILING ADDRESS

This "Mailing Address" is used by the University for sending all University-and/or School of Social Work-generated mailings.

If you have an address and/or phone number change at any point during your enrollment, please be sure to inform the Recorder's Office immediately. Changing your address through the University Registrar's Office or through Pitt's website **does not** update your information in the School of Social Work.

Thank you.

mlp