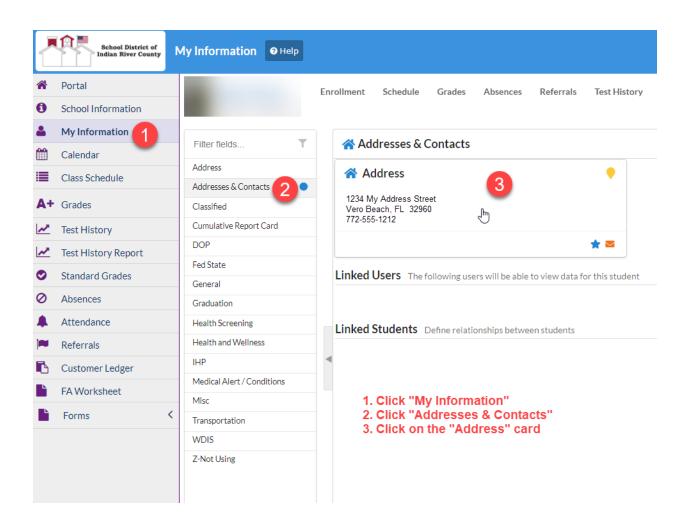
Updating Student Addresses in FOCUS

Log into FOCUS and follow the directions below to update your address in FOCUS:

- 1. Click "My Information"
- 2. Click "Addresses & Contacts"
- 3. Click on the "Address" card



- 4. Ensure Primary Residence and Mailing Address are selected
- 5. Enter any address change
- 6. Enter any phone number change
- 7. Click "Save"

Your request will be submitted to Treasure Coast Technical College (TCTC) administration for review and approval.

Edit Address			
Physical Address If the physical address is also the m	ailing address, ensure the Mailing.	Options 4	
555 Different Address Circle			Primary Residence
Address Line 2			Mailing Address
Sebastian	FL	32978 +4	Bus Pickup Bus Dropoff
Address Line 1			
If the mailing address is different th the mailing address toggle must be			ite:
Address Line 2			
City	State	Zip Code +4	
Phone Number			
772-555-1313	6		
Unlisted Callout	Blocked		
Delete			Cancel or Save