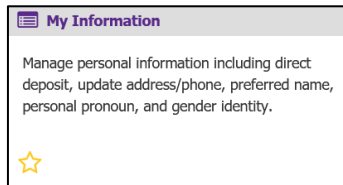
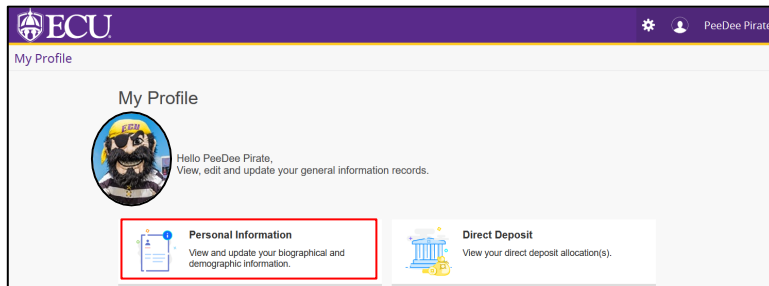


How to add an ECU office address

1. Log into Pirate Port
2. Click on My Information



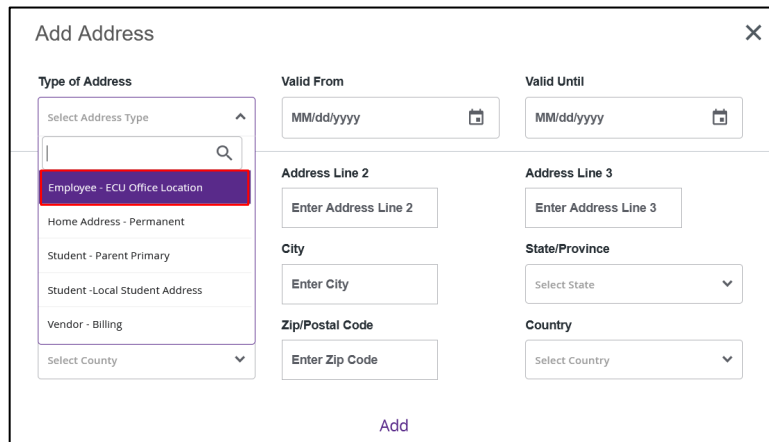
3. Click on Personal Information.



4. Under the Address section, click Add New



5. In the Type of Address field, select Employee – ECU Office Location.



6. In the Valid From field, enter today's date. Leave Valid Until date blank.

The screenshot shows the 'Add Address' form with the following fields and components:

- Type of Address:** Employee - ECU Office Location (dropdown)
- Valid From:** MM/dd/yyyy (text field with a calendar icon, highlighted with a red box)
- Valid Until:** MM/dd/yyyy (text field with a calendar icon)
- Address Line 1:** Enter Address Line 1 (text field)
- Address Line 2:** Enter Address Line 2 (text field)
- Address Line 4:** Enter Address Line 4 (text field)
- City:** Enter City (text field)
- County:** Select County (dropdown)
- Zip/Postal Code:** Enter Zip Code (text field)
- Calendar:** A calendar for June 2021 is displayed on the right, with the date 23 highlighted.
- Buttons:** An 'Add' button is located at the bottom center.

7. Enter the office address.

The screenshot shows the 'Add Address' form with the following fields and components:

- Type of Address:** Employee - ECU Office Location (dropdown)
- Valid From:** 06/23/2021 (text field with a calendar icon)
- Valid Until:** MM/dd/yyyy (text field with a calendar icon)
- Address Line 1:** Enter Address Line 1 (text field)
- Address Line 2:** Enter Address Line 2 (text field)
- Address Line 3:** Enter Address Line 3 (text field)
- Address Line 4:** Enter Address Line 4 (text field)
- City:** Enter City (text field)
- State/Province:** Select State (dropdown)
- County:** Select County (dropdown)
- Zip/Postal Code:** Enter Zip Code (text field)
- Country:** Select Country (dropdown)
- Buttons:** An 'Add' button is located at the bottom center.

A red box highlights the address input fields: Address Line 1, Address Line 2, Address Line 3, Address Line 4, City, State/Province, County, and Zip/Postal Code.

8. Click Add.