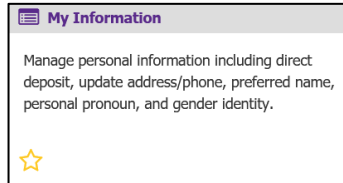
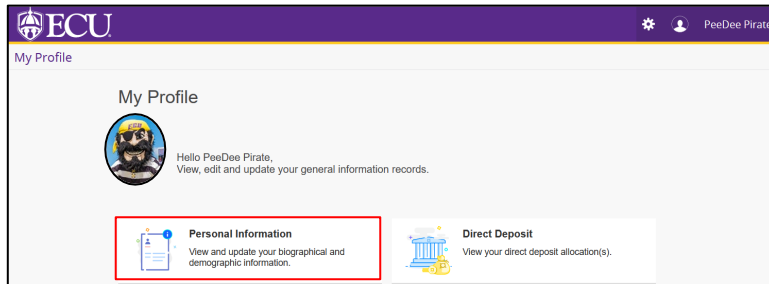


How to add an ECU office address

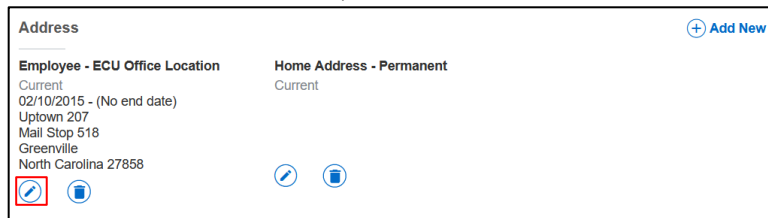
1. Log into Pirate Port
2. Click on My Information



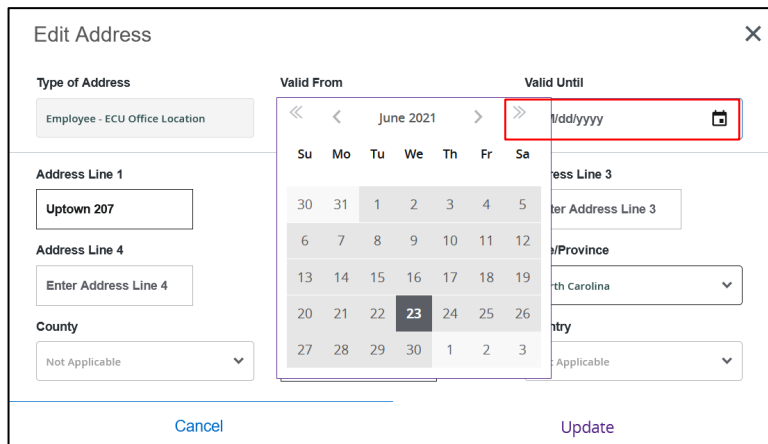
3. Click on Personal Information.



4. Under the Address section, click the Edit button on the current ECU office location.



5. Set the Valid Until date to today's date.



6. Click Update.

7. Click Add New.

Address

Employee - ECU Office Location Home Address - Permanent
Current Current
02/10/2015 - 06/23/2021
Uptown 207
Mail Stop 518
Greenville
North Carolina 27858

[+](#) Add New

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

Add Address

Type of Address
Select Address Type
Employee - ECU Office Location
Home Address - Permanent
Student - Parent Primary
Student - Local Student Address
Vendor - Billing
Select County

Valid From
MM/dd/yyyy

Valid Until
MM/dd/yyyy

Address Line 2
Enter Address Line 2

Address Line 3
Enter Address Line 3

City
Enter City

State/Province
Select State

Zip/Postal Code
Enter Zip Code

Country
Select Country

Add

9. In the Valid From field, enter tomorrow's date. Leave Valid Until date blank.

***NOTE:** The Valid Until address of the previous office address and the Valid From date of the new office address cannot be the same date.

Add Address

Type of Address
Employee - ECU Office Location

Valid From
MM/dd/yyyy

Valid Until

Address Line 1
Enter Address Line 1

Address Line 2
Enter Address Line 2

Address Line 4
Enter Address Line 4

City
Enter City

County
Select County

Zip/Postal Code
Enter Zip Code

Calendar: June 2021
Su Mo Tu We Th Fr Sa
30 31 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 1 2 3

Add

10. Enter the office address in the address fields.

Address Line 1
Enter Address Line 1

Address Line 2
Enter Address Line 2

Address Line 3
Enter Address Line 3

Address Line 4
Enter Address Line 4

City
Enter City

State/Province
Select State

County
Select County

Zip/Postal Code
Enter Zip Code

Country
Select Country

Add

11. Click Add.