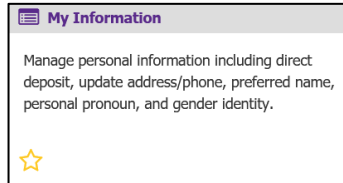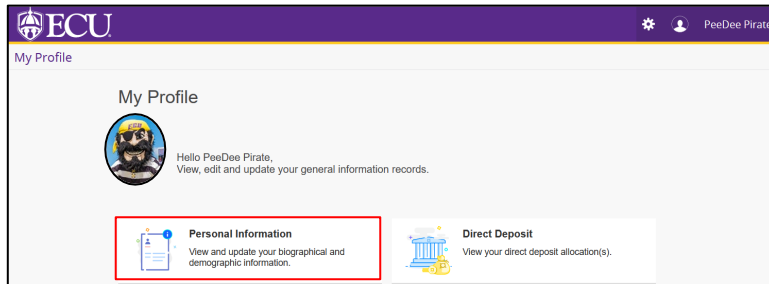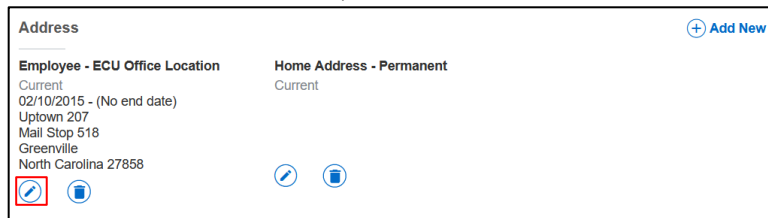## How to add an ECU office address

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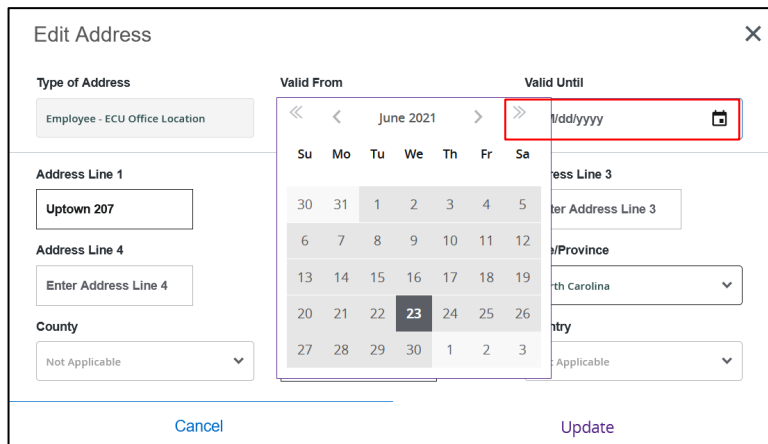
2. Click on My Information

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.

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

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.

10. Enter the office address in the address fields.

11. Click Add.