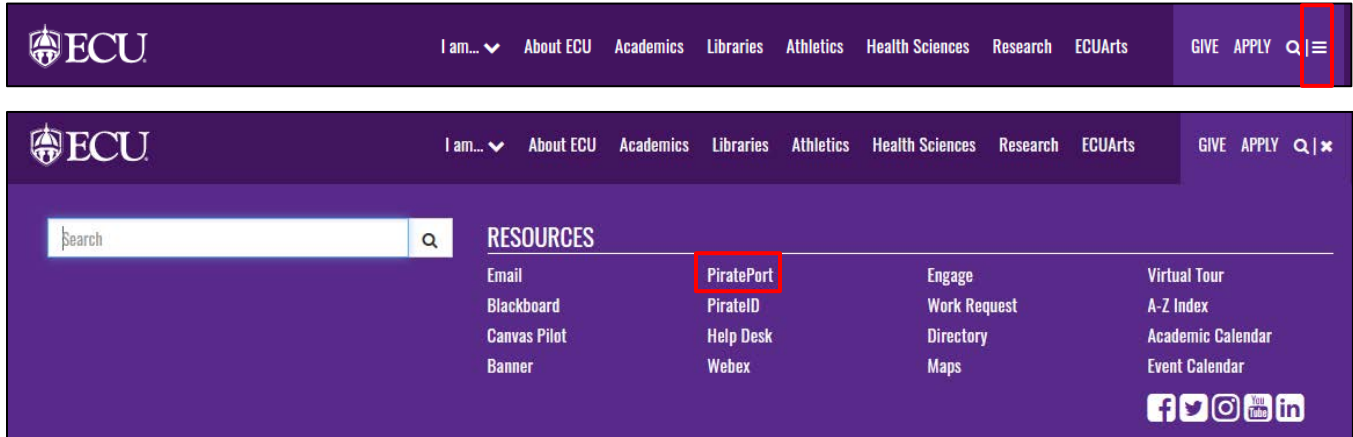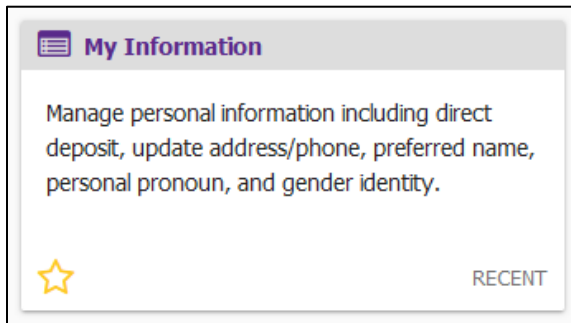**Office of the Registrar**

How to update your permanent home address in "My Information"
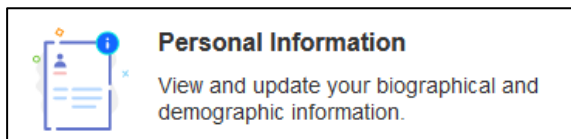
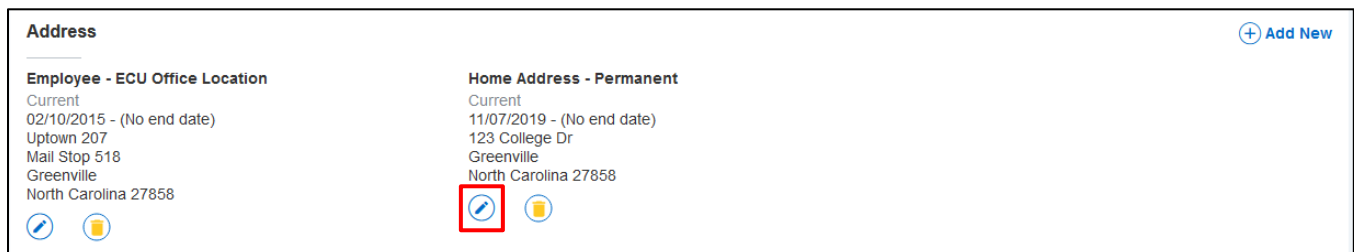1. From the ECU web page (www.ecu.edu), click the Pirate Port link.

2. Log into Pirate Port using your Pirate ID and Passphrase.

3. Click the My Information card in Pirate Port.

4. Click the Personal Information button.

5. Under the address section, click the pencil icon (under the Home Address – Permanent) to update the information.

6. Update address fields in the Edit Address window.

Edit Address

Type of Address
Home Address - Permanent ▾

Valid From
11/07/2019 📅

Valid Until
📅

Address Line 1
123 College Dr

Address Line 2
Enter Address Line 2

Address Line 3
Enter Address Line 3

Address Line 4
Enter Address Line 4

City
Greenville

State/Province
North Carolina ▾

County
Pitt ▾

Zip/Postal Code
27858

Country
Select Country ▾

Cancel | Update

7. Click Update button to save address changes.

Cancel | Update

8. A message will be displayed letting you know the record was saved. ✓ Saved Successfully