

## PROOF OF UNIVERSITY ADDRESS FOR WC BOROUGH PARKING

## **Procedures**

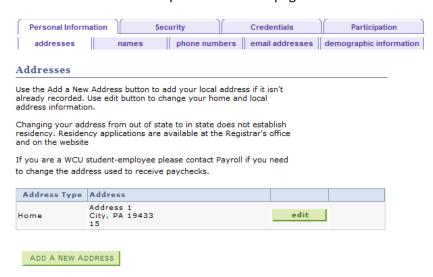
- All current WCU students <u>must</u> utilize myWCU self-service to add their local address or change their permanent address. The Registrar's office will no longer process these changes.
- Students should then print out the address page and bring it to WCU Borough Parking Services as proof of residency.

## How to change address information in myWCU

Once a student logs into myWCU, they should find the Useful links section and click on "Change my Address"



This takes students to the personal address page.



Students can click the Add a New Address button to add their local address.





When they go to save the address information, they will need to designate the address type before clicking save.



Once both a home and local address exist in the system, the student won't be able to add a new address. They will only have the option to edit existing addresses or delete the local address.

## **Proof of Residency**

Students can then use this page as proof of residency for a WC Borough residential parking permit. Students can either print the page (sample image below) or show the page electronically (on a phone or table) at the Parking office.

