MaineStreet - Student

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Adding/Updating a
Refund Address

Maine's Public Universities

UNIVERSITY OF MAINE SYSTEM

University Services
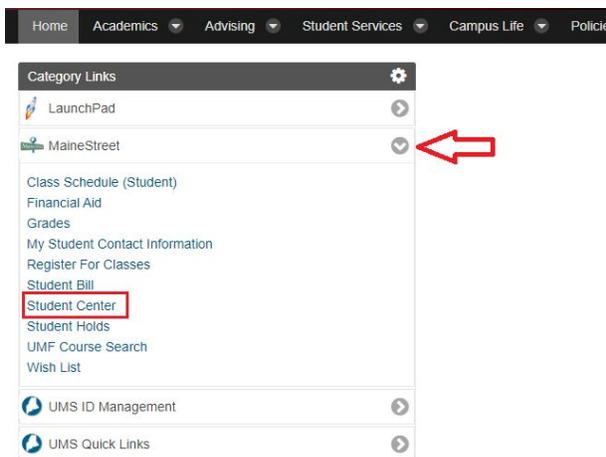**Information Technology**

MaineStreet is the official system of record for student information. This guide will provide instructions on how to add or update a refund address to your account.
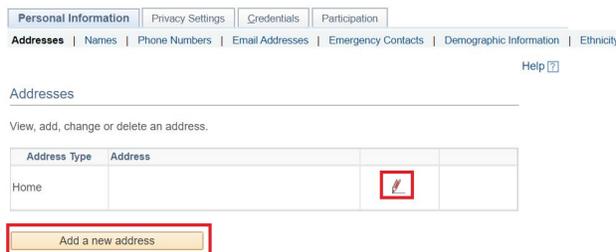
Add a Refund Address	
	Visit **https://mycampus.maine.edu** and log in using your assigned username and password.
	Under category links, select the drop-down arrow ⊘ for MaineStreet then select *Student Center*.
	On your *Student Center*, toward the bottom of the screen is your *Personal Information* section. To add or update your Refund Address select the blue hyperlink text for Your Home Address or Your Mailing Address. Select *Your Home Address*.
	You will be directed to the *Personal Information* page. On the *Addresses* section, you can choose the pencil (edit) to the right of an address to modify the address or select *Add a new address* to add an additional address. Select *Add a New Address*.
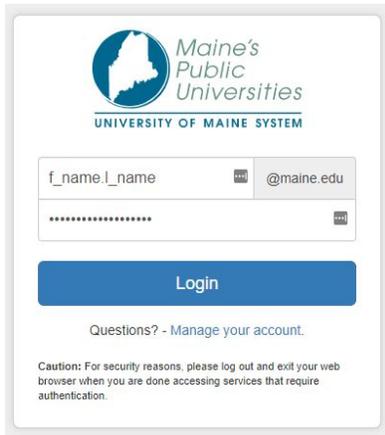
Country: United States Change Country **Address 1:** 123 Main Street **Address 2:** **Address 3:** **City:** Orrington **State:** ME Maine **Postal:** 04474 **County:** Override Address Clear Fields OK Cancel	Enter new or updated address information and select **OK**. Otherwise, you may click the **Cancel** button on the form to exit.

Addresses
Add a new address
Verify your address information below and select the address type(s) associated with it on the right.
 	
An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.
 	
Add a new address   **Address Types**
123 Main Street   Edit Address   ☐ Home
Orrington, ME 04474   ☐ Mail
    ☐ Campus
    ☐ Diploma
    ☑ Refund
 	
Date new address will take effect   03/14/2020   (example: 12/31/2000)
Save
	The next screen has you verify the address you added or updated and choose the **Address Type**. Select **Refund** to indicate this is the address to send refunds to. The date the address is effective is also available. Select **Save** to confirm address after selections are made.

Add a new address **Save Confirmation** ✔ The Save was successful. OK	A confirmation message will appear. Select **OK** to confirm and return to the **Personal Information page**.