MaineStreet - Student

Adding/Updating a Refund Address



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	
f_name.l_name @maine.edu Image: Im	Visit https://mycampus.maine.edu and log in using your assigned username and password.
Home Academics Advising Student Services Campus Life Policie Category Links LaunchPad LaunchPad Advising MaineStreet Class Schedule (Student) Financial Aid Grades My Student Contact Information Register For Classes Student Bill Student Bill Student Bill Student Bill Student Bill Wish List UMS ID Management UMS Quick Links	Under category links, select the drop-down arrow for MaineStreet then select <i>Student Center</i> .
 Personal Information Demographic Data Emergency Contact Names User Preferences Other personal Your Home Phone Your UMS email address 	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 .
Personal Information Privacy Settings Credentials Participation Addresses Names Phone Numbers Email Addresses Emergency Contacts Demographic Information Ethnicity Addresses Help [7] Addresses View, add, change or delete an address. Address Type Address Home [1] Add a new 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 Image: Country Address 2: Image: City: Image: City: City: Orrington State: ME County: Image: City: Image: City: Override Address Citear Fields	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 Writy our address information below and select the address type(s) associated with it on the right. An advertisk (1) 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 23 Main Street Ormoton, ME 04474 Belit Address We have address We have address will take effect: Save Street 12/31/2020 (1) (example: 12/31/2000)	The next screen has you verify the address you added or updated and choose the <i>Address Type</i> . Select <i>Refund</i> to indicate this is the address to send refunds to. The date the address is effective is also available. Select <i>Save</i> to confirm address after selections are made.
Add a new address Save Confirmation The Save was successful.	A confirmation message will appear. Select OK to confirm and return to the Personal Information page .