

Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From **Student Home**, click the **Profile** tile.

Alternatively, from the **NavBar**, select Navigator > General > General > Profile.

2. From the left side navigation pane, click **Addresses**.
3. The following address types are available to enter or update:

- Permanent Address
- Local Address
- Billing Address
- W2 Override Address
- Diploma Address



Note: Permanent Address and Diploma Address can be edited but not deleted once entered.

If the address data entered is correct but SIS states the address is invalid, you can override the address validation suggestions by clicking the **Override Address Verification** checkbox.

4. After all necessary updates have been made, click **Save**.

This completes the process for adding or editing addresses.