

SIS – Updating Your Local Address

After signing into SIS with your JHED ID and password, go to the **Personal Info** dropdown and select Summary.

The screenshot shows the SIS Student Information System interface. At the top, there is a navigation bar with tabs for Registration, Financial Aid, Billing, and Personal Info. The Personal Info tab is selected, and a dropdown menu is open, showing options: Summary, FERPA Summary, Emergency Contact, Announcements, Authorized Users, Notifications, Health Insurance, Vision Insurance, Dental Insurance, and My J-Card. The Summary option is highlighted. Below the navigation bar, there is a breadcrumb trail: Home / Personal Info / Announcements. A yellow banner contains an important security reminder. The main content area is divided into sections: General (No messages at this time), Registration (By submitting registration you are taking responsibility for any financial penalty you incur for below:), and Refund Schedule.

On the Summary Page, you need to update the Local address. If you have an address listed as Permanent, it **DOES NOT** automatically feed the local address field.


The screenshot shows the Address Information page. It displays four address fields: Permanent, Work, Local, and JHU Box. Each field has a corresponding action button: [cancel] for Permanent and Local, [add] for Work, and [can't edit?] for JHU Box. The Permanent and Local fields both show the same address: 615 N. Wolfe St, Baltimore, MD 21205, Baltimore City, United States.

The formatting of your Address could impact your eligibility. Apartment numbers belong on Line 2. Also be sure to include any directional parts of the address (North, South, East, West, etc.)

Address Add/Edit

Local Address

Country * United States

Line 1 * 615 N. Wolfe St, Office 101 

Line 2

City * Baltimore

State/Province * MD ▾

Zip/Postal Code * 21205

County ▾


INCORRECT FORMAT

Address Add/Edit

Local Address

Country * United States

Line 1 * 615 N. Wolfe St

Line 2 Office 101 

City * Baltimore

State/Province * MD ▾

Zip/Postal Code * 21205

County ▾

CORRECT FORMAT

Once your updates are complete, click **Save** and be sure you see the “**Saved Successfully!**” message.

Address Add/Edit

Local Address

Country * United States ▾

Line 1 * 615 N. Wolfe St


Line 2 Office 101


City * Baltimore

State/Province * MD ▾

Zip/Postal Code * 21205

County Baltimore City ▾

 [\[save\]](#) [\[cancel\]](#)

Saved Successfully! 

****THESE CHANGES CAN TAKE UP TO 24 HOURS TO FEED TO OTHER SYSTEMS****