1. Log in to UNAPortal (and approve the Duo push notification).
2. Click Personal Information Profile under the Personal Information menu

Personal Information

Update Lion Alert

My UNA Parking Portal

Personal Information Profile - NEW

3. Once you are on the profile, click Personal Information

My Profile

Hello Example Student,
View, edit and update your general information records.

Personal Information

View and update your biographical and demographic information.

4. Click the pencil icon under the address that needs to be updated.

Address

Permanent
Current
07/26/2022 - (No end date)
100 S Main St
Tuscumbia
Alabama 35674-2429

Edit Address   ✕

Type of Address	Valid From	Valid Until
Permanent	07/26/2022	MM/dd/yyyy

Address Line 1	Address Line 2	Address Line 3
100 S Main St	Enter Address Line 2	Enter Address Line 3

Old Address

Address Line 4	City	State/Province
Enter Address Line 4	Tuscumbia	Alabama

County	Zip/Postal Code	Country
AL - Colbert	35674-2429	Not Applicable

Cancel   Update

5. Enter the new address information and click Update. Due to an address cleaning process, you may have to click Update 2 times to get the address to save.

6. When updating your new address, if you see a popup window with a CLEAN Address message similar to the one below, you have entered an invalid USPS address. Click OK. Then ensure you have all address information correct and click submit again.
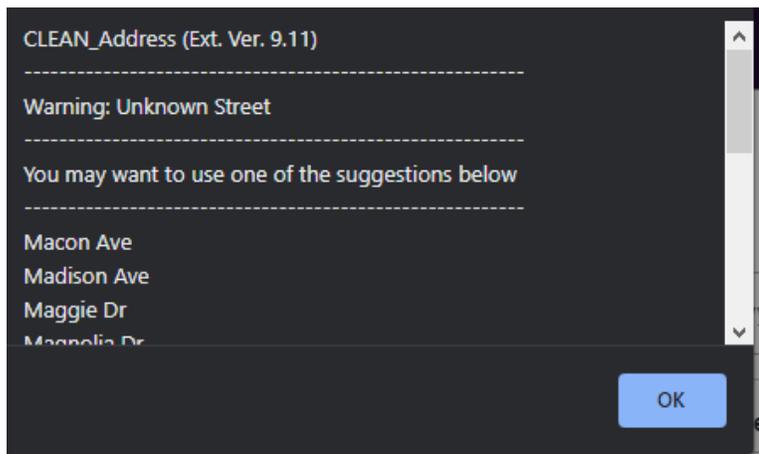
7. When the address has successfully saved, you will see the item below in the top right corner.

Saved Successfully

8. After a successful update, you will see your new address on the profile.

Address

Permanent
Current
09/01/2022 - (No end date)
102 S Main St
Florence
Alabama 35630-4221