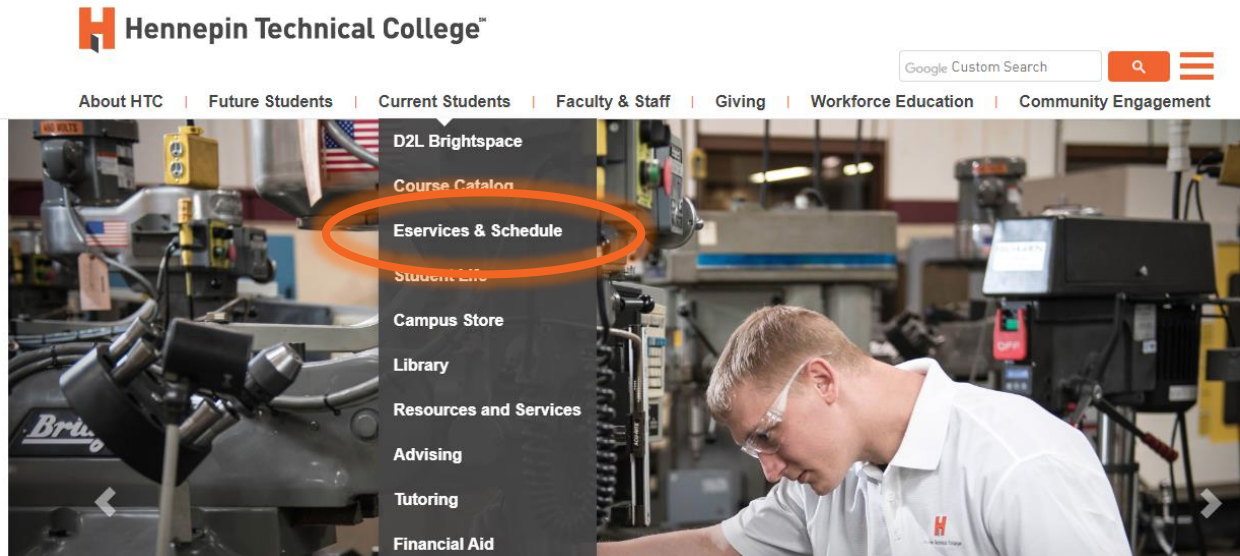


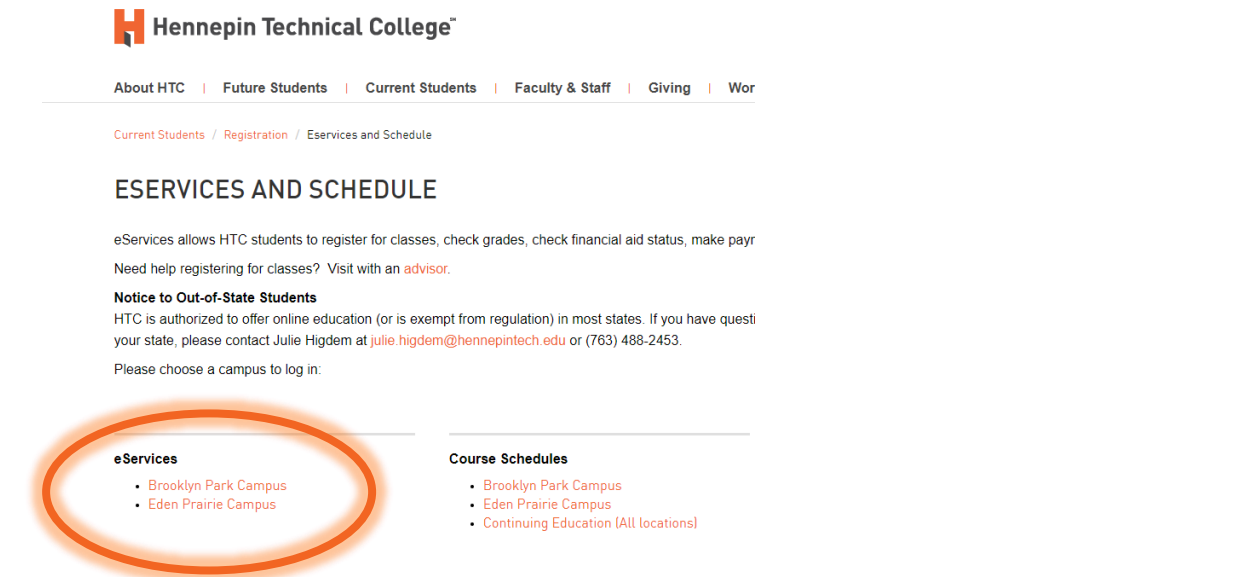
1 NESTOP **HOW TO** update your address in eServices

Find your answers.

1) Go to <https://hennepintech.edu> and under **Current Students**, choose **Eservices & Schedule**.



2) At the bottom of page, under **eServices**, click on **the campus you are attending**.



- 3) Login with **StarID and StarID password** (wx1234yz – sample format).

- 4) Click on **Account Management** in the left navigation pane. A drop-down list will appear.

- 5) Click on **Name and Address Info**. The screen below will appear. To update your address, under **Address Maintenance > Permanent** heading, click on **Edit**.

- 6) You will see the screen below. Edit the items that have changed and then click **Change Address**.

- 7) Updating your address helps to ensure that you are receiving all the communications from the college, including mailings. ***If you have an incorrect/non-deliverable address, you will get an Address Hold on your account which can affect registration.***
- 8) Every six months, the system will show the statement below under your Dashboard:

My Dashboard

Welcome to Minnesota State Colleges & Universities eServices.

Action Items

[IMPORTANT TAX RETURN DOCUMENT AVAILABLE - 1098-T TUITION STATEMENT](#)

[Please enter, verify or update your permanent address.](#)

- 9) Verify the address listed in the dialog box is correct. ***If yes, click This address is correct [A].*** This will remove any potential address hold. ***If address is not correct, click This address is not correct [B]*** and update the corrected address.



- 10) Again, these steps will help you to avoid an address hold on your account by maintaining the most up-to-date information on student addresses.