



How to Update Your Address

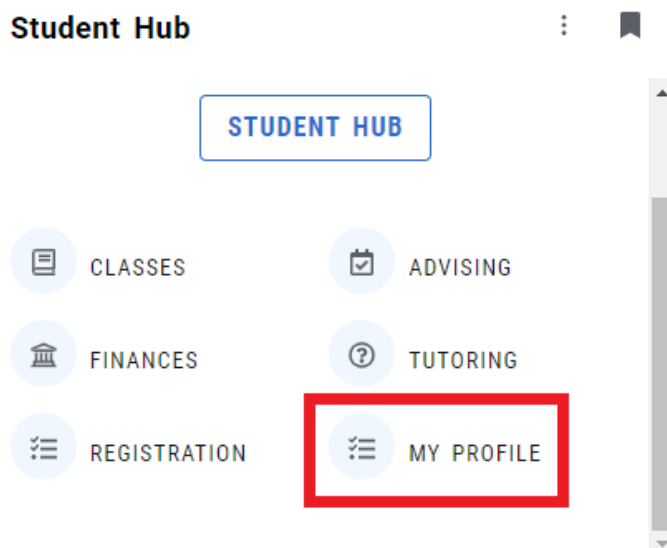
All students, staff and faculty can now update their address directly in Mercy Connect.

To update an existing address:

Login to [Mercy Connect](#)

Students:

Students click 'My Profile' in the 'Student Hub' card:

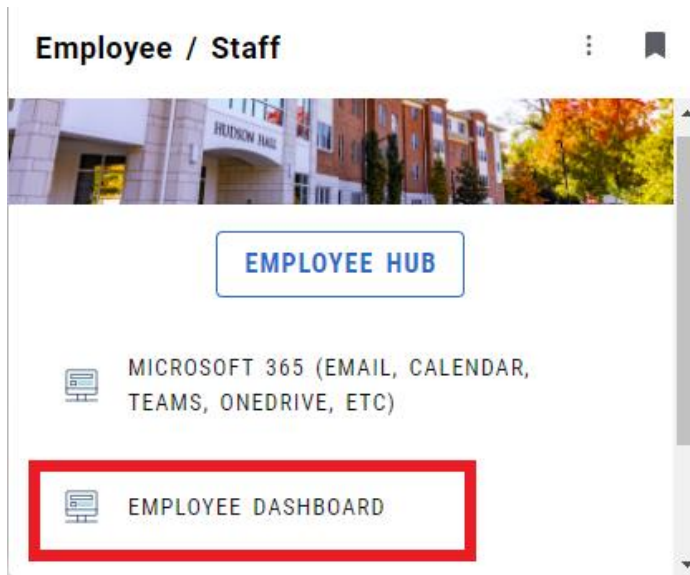


Once you are in your Profile, update your address by clicking the edit button in the address section:

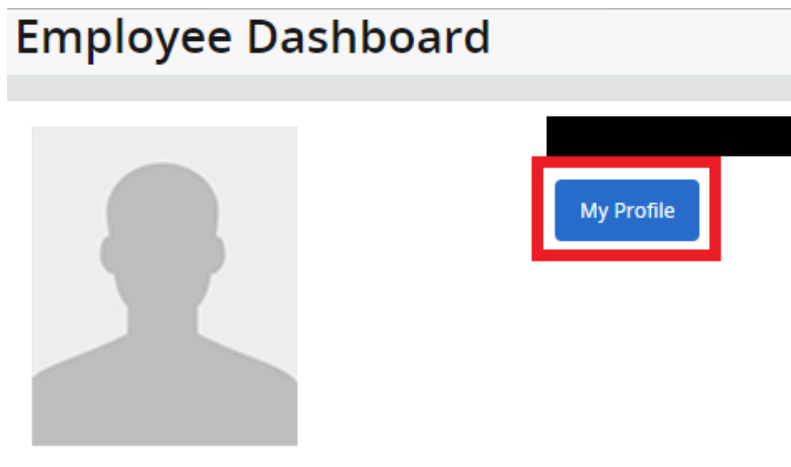


Employees/Staff:

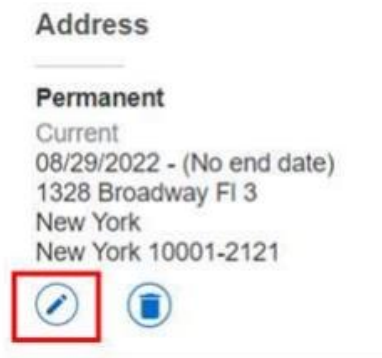
Employees/Staff click 'Employee Dashboard' in the 'Employee Hub' card:



Click the 'My Profile' button:

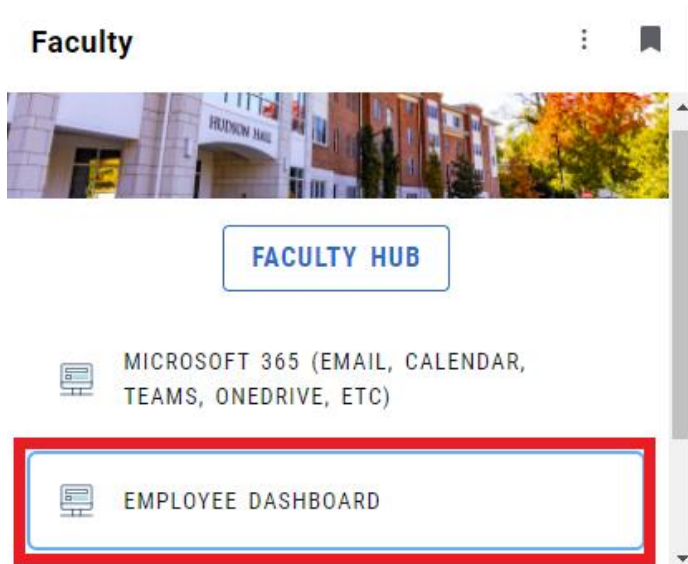


Once you are in your Profile, update your address by clicking the edit button in the address section:

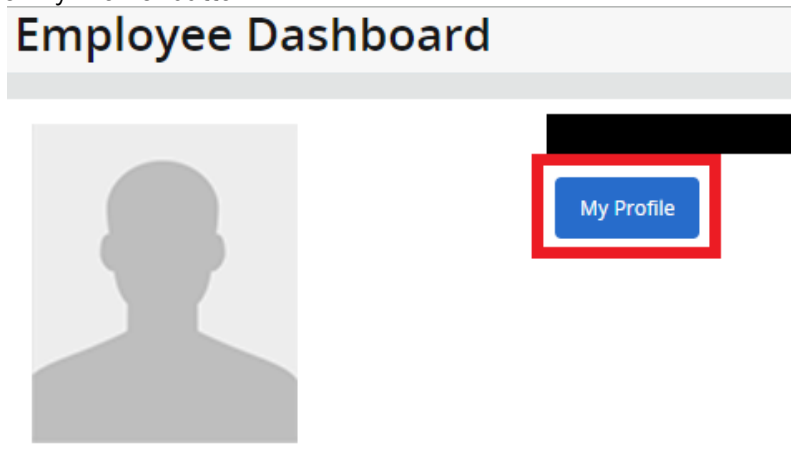


Faculty:

Faculty click 'Employee Dashboard' in the 'Faculty Hub' card:



Click the 'My Profile' button:



Once you are in your Profile, update your address by clicking the edit button in the address section:



Address

Permanent

Current

08/29/2022 - (No end date)

1328 Broadway Fl 3

New York

New York 10001-2121



Your information will be stored in the system, and you will receive an email within 24 hours that confirms the change of your address in Mercy Connect.

If you require further assistance, faculty and staff may contact HR@mercy.edu and students may contact registrar@mercy.edu.