

Address Update in Patriot Web

Use this guide to update your Permanent Address or add a Temporary Permanent Address in Patriot Web. This is the address that Accounts Payable will use when mailing a reimbursement check. To enroll in Direct Deposit click here for Student Direct Deposit or Employee Direct Deposit.

Step-by-Step

- 1. Login to <u>https://patriotweb.gmu.edu/</u>. (2FA is required, <u>click here</u> for more info)
- 2. On the Personal Information tab, select "Personal Information" and then "Update Address(es) and Phone(s)."



- 3. Scroll down to Type of Address to Insert and select "Permanent" and then click "Submit.
- 4. Enter the updated address. If the address is Temporary, enter a "From" and "To" date at the top. Patriot Web will validate the address.
- 5. Click "Submit" to complete the change.

Valid From This Date:MM/DD/YYYY 01/17/2019

Until This Date:MM/DD/YYYY

Permanent



Current: Aug 03, 2016 to (No end date) Primary: 8035 Gainesville, Virginia Va-Prince William Fype of Address to Inserti Select • Submit Select • Buling Business Diploma Mason Office Address Off-Campus Residence Off-Campus Residence Orf-Campus Residence Off-Campus Residence Preferred Mailing Pertund Recipient Address Refund Recipient Address		(Min and details)	D .:
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© 2019 Ellucian Company © 2019 Ellucian Company	Submit	Select Billing Business	
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Second Parent Address	© 2019 Ellucian Company	Preferred Mailing Refund Recipient Ad Second Parent Add	ddress ress

Until This Date:MM/DD/YYYY	08/20/2019
Audress Line 1.	4400 University Dr
Address Line 2:	
Address Line 3:	
City:	Fairfax
State or Province:	Virginia 🔹
ZIP or Postal Code:	22030-4422
County:	VA-Fairfax 🔻
Nation:	United States of America 🔹
Delete this Address:	