ONESTOP
Find your answers.

HOW TO update your address in eServices

1) Go to https://hennepintech.edu and under **Current Students**, choose **Eservices & Schedule**.
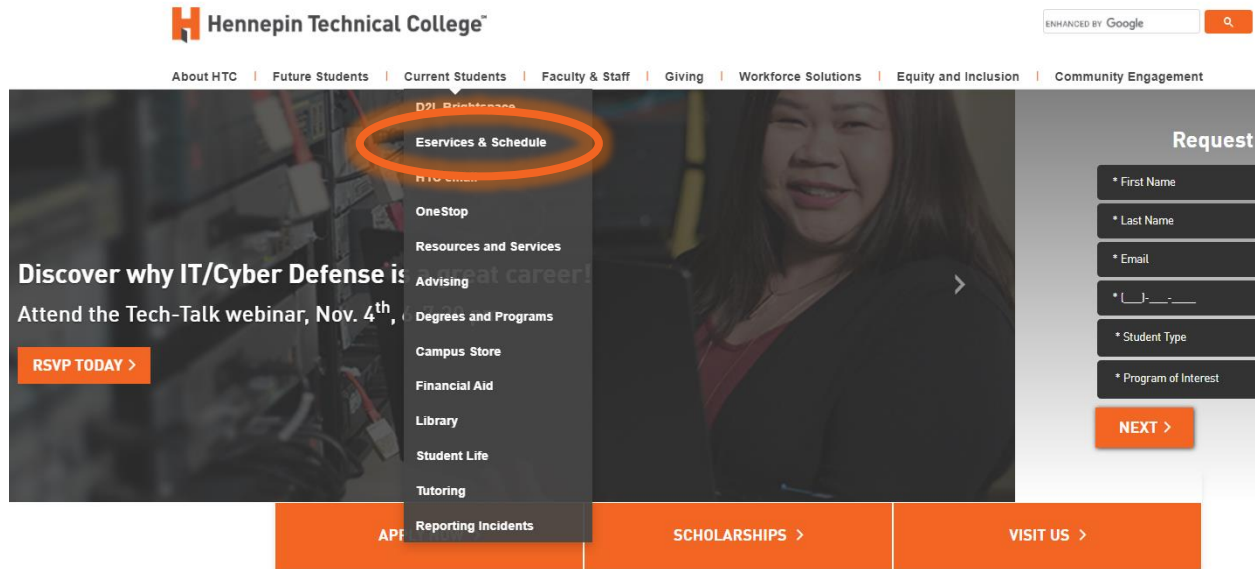
2) At the bottom of page, under **eServices**, click on **the campus you are attending**.

eServices and Schedule
Find the courses you need!

eServices

eServices allows HTC students to register for classes, check grades, check financial aid status, make payments and more.

Please choose a campus to log in:

- Brooklyn Park Campus
- Eden Prairie Campus

Need help registering for classes? Visit with an advisor.

Set up your my.HennepinTech student email to receive registration notices.

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**.

Name Maintenance

Student ID 00000000 | **My Profile** | **Logout**

Preferred Name
Students may request that their "Preferred Name" be different from their legal name of record. The preferred name will be used where possible in the course of Minnesota State College and University business.

Not provided   Edit

Address Maintenance

Select "View" or "Edit" for an address type from the list below. If the "Edit" option is not available, please contact the records office to update that particular address type.

Permanent
View   Edit

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

Change Permanent Address

Fields marked with an * are required.

*Street Address 1: [   ]

Street Address 2: [   ]

*City: [   ]

*State/Province: [▼]

*ZIP/Postal Code: [   ] - [   ]

*Country: [Unitd States ▼]

Foreign Postal Code: [   ]

*Telephone: [   ] - [   ] - [   ]

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:
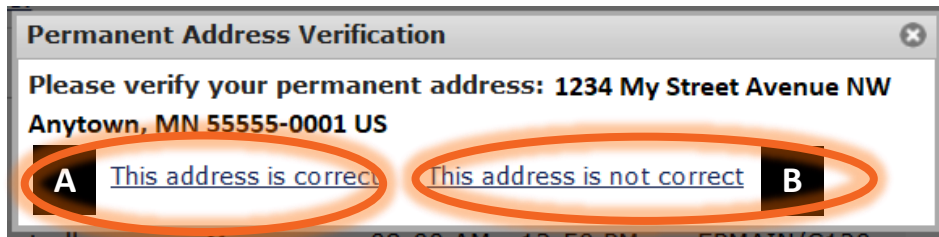
My Dashboard

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. <u>If yes, click</u> **This address is correct** **[A]**. This will remove any potential address hold. <u>If address is not correct, click</u> **This address is not correct** **[B]** and update the corrected address.

Permanent Address Verification

Please verify your permanent address: **1234 My Street Avenue NW Anytown, MN 55555-0001 US**

A This address is correct   This address is not correct **B**

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.