1) Go to [https://hennepintech.edu](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 TUTION 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.

```
Permanent Address Verification
Please verify your permanent address: 1234 My Street Avenue NW
Anytown, MN 55555-0001 US

A This address is correct B This address is not correct
```

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.