INSTRUCTIONS FOR RECORD A LOCAL RESIDENCE ADDRESS IN THE ATLANTA AREA

1. Go to https://buzzport.gatech.edu/

2. Log in using your Georgia Tech username and newly-created password.
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3. Scroll down. Go to Student Account in the right.
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4. Personal Information. Click Update Address(es) and Phone(s).

5. In the Type of Address to Insert menu at the bottom of the page, select Mailing Address and click Submit.
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6. You must complete the following boxes for your address information for Georgia Tech records:

1. Valid From This Date (Today)
   - Enter: **7/25/2022**

2. Until This Date
   - Enter: **01/01/2099**

3. Address Line 1
   - Enter only the street address of where you live in Atlanta. Do not include the name of the city or the zip/postal code (*Example: 2017 Peachtree Street Apartment 15-B*).

4. City
   - Enter the name of the city

5. State or Province
   - Select **Georgia (GA)** from the menu

6. ZIP or Postal Code
   - Enter the zip/postal code for your local address

7. Phone Number
   - If you have a U.S phone number, enter the 3-digit Area Code (*Example: 404*) and the 7-digit Phone Number (*Example: 894-2425*)

   - Click **Submit**. (Click the submit button just once)