Instructions for Record a Local Residence Address in the Atlanta

01

Open your web browser and go to https://buzzport.gatech.edu/

02

Log in with your Georgia Tech username and newly-created password
03 Scroll down. Go to **Student Account** in the right.
04 Personal Information. Click **Update Address(es) and Phone(s)**.

If you would like for your hometown newspaper to receive notification for any term that you receive Dean's List or Faculty Honors, please do the following:

Click on Update Addresses and Phone Information. Select the "HOMETOWN NEWSPAPER" address type. Enter a "Valid From" date (just put today's date). Enter "0" hometown in the "City" field. Enter a State Code. Enter your Zip Code. Click the SAVE button.

*If you have just completed a survey, the survey will no longer be available to you.*

**Change PIN**
**Change Security Question**
**Answer a Survey**
**View Address(es) and Phone(s)**
**Update Address(es) and Phone(s)**
**View E-mail Address(es)**
**Update Emergency Contacts**
**Update Emergency Contact Information via Passport.**
**Update Marital Status**
**Reset GT Account Password**

*Using this website, you can change your GT Account and GT Active Directory passwords and set an alternate email address for password change notifications.*

**Pay Now!**
Make a payment on your account in the Bill+Payment Portal.
**View Housing Missing Person Contacts**
**Update Housing Missing Person Contacts**

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

1) Valid From This Date (Today)  
Enter: 09/12/2022

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.)

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)

8) Click Submit.  
(Click the submit button just once)
Update Address(es) and Phone(s) - Update/Insert

IF YOU DO NOT WISH TO HAVE YOUR ADDRESS AND TELEPHONE INFORMATION DISPLAYED IN THE GT ON-LINE DIRECTORY, you may remove the address. Clicking the “UNLISTED” box on the web address update page WILL NOT prohibit the display of addresses and telephone numbers in the Confidentiality & No Print Request website.

When updating or inserting an address, Address Line 1, City, State/Province, and ZIP/Postal Code are required fields; all other fields are optional. Unlisted phone numbers will not be published.

For addresses within the United States please DO NOT identify a nation code!

Important! Do not enter dashes or spaces in the phone number.

Note: Area Code in the United States and Canada is a three-digit number that identifies one of the telephone service regions. Examples: 404 is Atlanta, 519 is London, ON. Do not enter a ’1’ or ’+1’ as an area code.

**Mailing Address**

Valid From This Date: MM/DD/YYYY

Until This Date: MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

**Primary Phone Number For This Address:**

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Phone Number</th>
<th>Extension</th>
<th>International Access Code and Phone Number</th>
<th>Unlisted</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>OR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Phone Type

Select

Select

Select

Select

Select

Submit  Reset

Select a Different Address to Update