

Changing the Current/ Home Address



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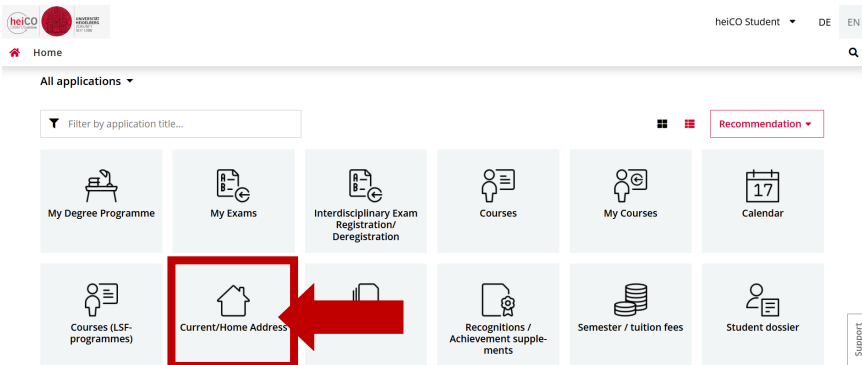


Fig. 1

1. After logging in to heiCO, click on the "Current/Home Address" application on your personal homepage (see fig. 1).

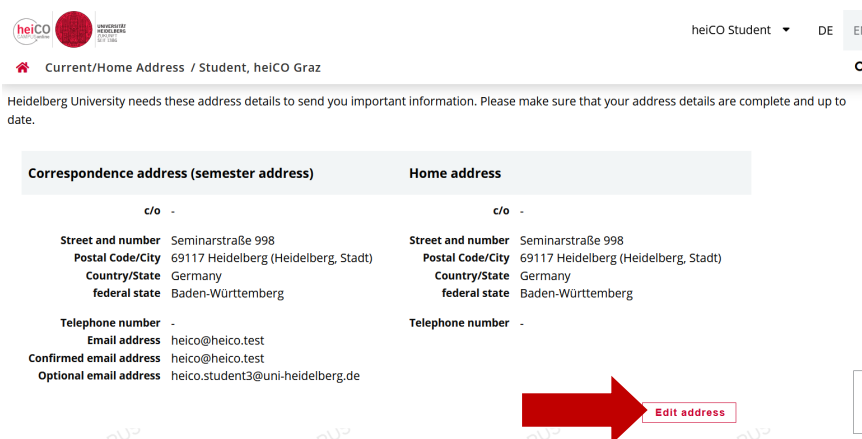


Fig. 2

2. Click on "Edit address" in the new window (see fig. 2).

Edit address

Correspondence address (semester address)

c/o

Street and number

Postal Code/City

Country/State

federal state

Telephone number

Email address

Confirmed email address

Optional email address

Home address

c/o

Street and number

Postal Code/City

Country/State

federal state

Telephone number

Fig. 3

3. In the "Edit address" window you can edit your correspondence address and your home address as well as a telephone number and alternative e-mail address you wish to be contacted by.

Fields with a yellow border are mandatory and must be completed. All other further information is voluntary. Data in grey cannot be changed. The menus "Country/State" and "Federal state" will be released as soon as the postcode is changed.

Confirm the changes by clicking on the "Save and close" buttons.

If you do not want to make the changes, you can close the window by clicking on the X at the top right or on the "Cancel/Close" button.