

Online Address Update Procedures

Address Updates can now be accomplished online via the web at <http://www.nccu.edu>. Type 'my EOL' in the Search window at top of page. Select 'SEARCH'.

Select '**My Eagles Online (myEOL)**' result. In the main body of this page select '**Students**'. Select '**Enter Secure Area (User Log In)**'. Student will need to enter their User ID [which is their Banner ID #] and their student PIN [which is issued to them by their Academic Advisor].)

>Select '**Personal Information**' link.

>Select '**Update Address(es) and Phone(s)**' link.

You will be allowed to update your **Local, Campus, Billing, and Mailing Address** and Phone Numbers associated with these Address Types online. **Please remember to inactivate your old addresses and phone numbers.** All other addresses must be updated in the Registrar's Office.

The Online Address Feature will be temporarily suspended during the Student Refund Processes. During these times, a message will be displayed stating **"Please Note! The Address Update Feature has been temporarily suspended due to Student Refund Processing."**

Refund Checks will be mailed to the **Local Address** on record for students who do not use the direct deposit option. Please keep your **Local Address** up to date at all times.