ON-LINE CHANGE OF ADDRESS

TO LOG IN
1. Go to https://my.mcnwo.mercycollege.edu
2. Type in USERNAME
3. Type in PASSWORD
4. Press SUBMIT

TO CHANGE ADDRESS
5. Click on STUDENT RECORDS
6. Click on UPDATE PERSONAL INFORMATION
7. To change your address, click on ADDRESS
8. Select which address type you would like to change. PLEASE NOTE: Information sent to you from the College is sent from the HOME address (except for your bills, which are either sent from HOME or BILLING)
9. Make the needed changes and then click on SUBMIT

TO LOG OUT
10. Click on the LOGOUT button in the upper right hand corner of the screen.