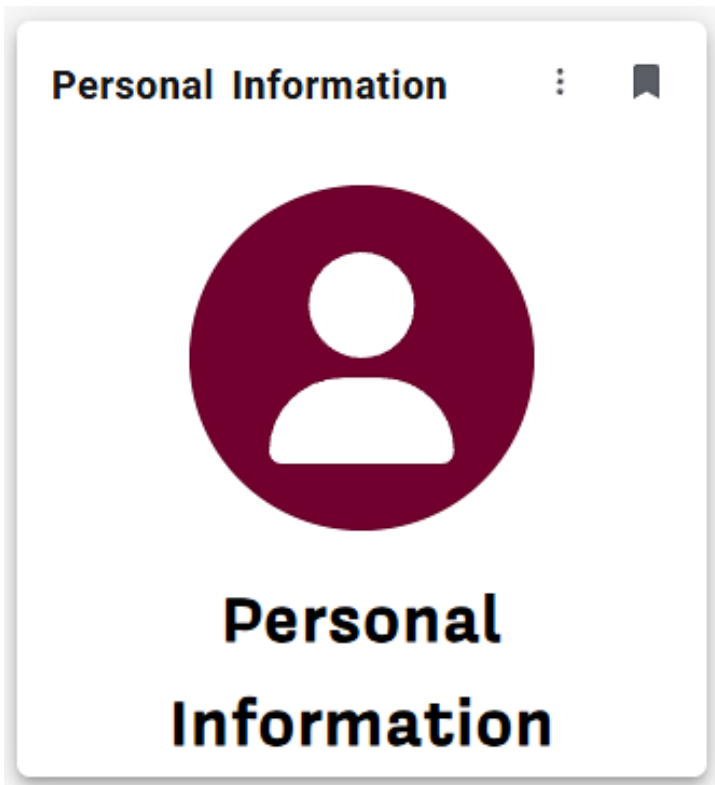


Guide for Address and Emergency Contact Updates

Students are able to update their addresses and emergency contacts in GrizPortal at any time! This guide goes over how to make those changes in the Personal Information card.

Address Updates:

Step 1: Navigate to the Personal Information card in GrizPortal.



If it's not on your home page, you can find it by clicking on "View All Cards" on the top right.

Step 2: Navigate down to the Address Block and review current addresses.

Address

[+ Add New](#)

Mailing

Current
01/01/2026 - (No end date)
32 Campus Dr
Missoula
Montana 59812



Physical Residence

Current
01/01/2026 - (No end date)
32 Campus Dr
Missoula
Montana 59812



Permanent

Current
01/01/2026 - (No end date)
32 Campus Dr
Missoula
Montana 59812



You will see your current list of addresses, with a pen icon (edit button) and a trash icon (delete button) beneath each. Review each address to determine if they need updated.

Here are what the main address type options are:

- Mailing: This is the address where you would like mail from the University to be sent.
- Physical Location: This is the address where you will be living while classes are in session during the upcoming semester.
- Permanent Address: This is a home address that doesn't change frequently.

Step 3: Make any necessary changes or updates.

If you would like to edit one of the addresses, click on the pen icon and it will open an Edit Address box:

Edit Address ✕

Type of Address Physical Residence	Valid From 01/01/2026	Valid Until MM/dd/yyyy
Address Line 1 32 Campus Dr	Address Line 2 Enter Address Line 2	Address Line 3 Enter Address Line 3
Address Line 4 Enter Address Line 4	City Missoula	State/Province Montana
County MT-Missoula	Zip/Postal Code 59812	Country United States of America

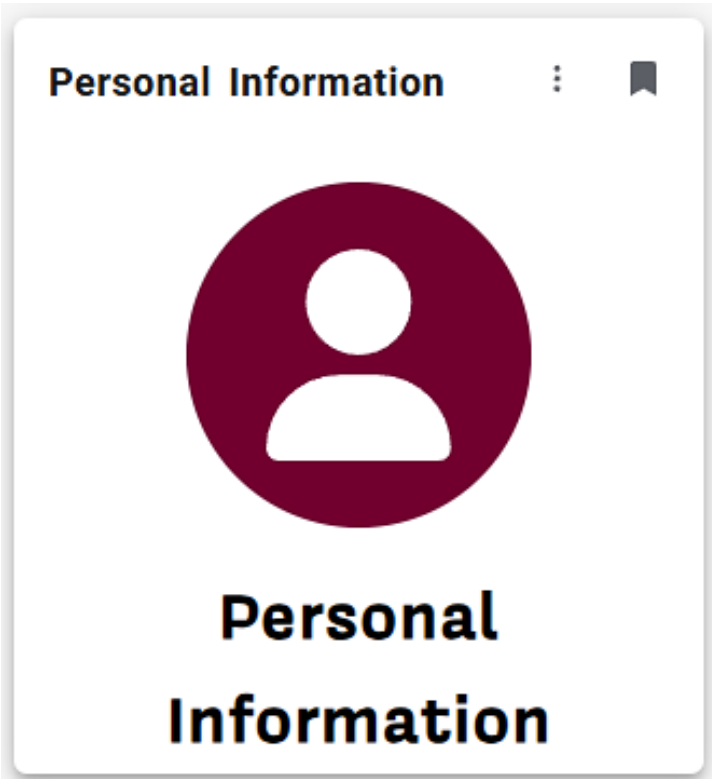
Cancel Update

From there, you can update address lines 1-4, the city, state, zip/postal code, county, and country.

Once done, click on the blue "Update" button.

Emergency Contact Updates:

Step 1: Navigate to the Personal Information card in GrizPortal.



If it's not on your home page, you can find it by clicking on "View All Cards" on the top right.

Step 2: Navigate down to the Emergency Contact block and review your current emergency contacts.

Emergency Contact

[+ Add New](#)

1. Monte Bear
Mascot
Phone: 406 243#####
Email:
32 Campus Dr
Missoula
Montana 59812



You will see your current list of emergency contacts, with a pen icon (edit button) and a trash icon (delete button) beneath each. Review each contact to determine if they need updated, or if you need to add one.

Step 3: Make any necessary changes or updates.

If you would like to edit one of the contacts, click on the pen icon. Alternatively, if you need to add a new one, click the Add New button. Both options will open a box that looks like this:

Add Emergency Contact ✕

Order

First Name <input type="text" value="Enter First Name"/>	Middle Name <input type="text" value="Enter Middle Name"/>	Last Name <input type="text" value="Enter Last Name"/>
--	--	--

Relationship

Phone Number <input type="text" value="Area Code"/>	<input type="text" value="Phone Number"/>	<input type="text" value="Extension"/>
---	---	--

Email

Address Line 1 <input type="text" value="Enter Address Line 1"/>	Address Line 2 <input type="text" value="Enter Address Line 2"/>	Address Line 3 <input type="text" value="Enter Address Line 3"/>
--	--	--

Address Line 4

City <input type="text" value="Enter City"/>	State/Province <input type="text" value="Select State"/>	Zip/Postal Code <input type="text" value="Enter Zip Code"/>
--	--	---

Country

[Add](#)

Fill out each box with your emergency contacts information. Once complete, click the blue “Add” button (or the blue “Update” button if you are editing an existing contact).