

203 Rowland Hall · 4190 City Ave · Philadelphia, PA 19131

Tel: 215-871-6704 · Fax: 215-871-6649 · registrar@pcom.edu · www.pcom.edu

To Change/Update Your Address Online:

- A. Go to www.pcom.edu
- B. Click on the word “NUCLEUS” in the upper right hand corner of the page.
- C. Type in your Novell Username and Password.
*If you do not remember your login or password, contact the help desk at 215-871-6110 or via e-mail at helpdesk@pcom.edu. Please let them know the following:
 - Your Name
 - Banner ID
 - Phone Number where you can be reached
 - Program you are currently in
- D. Once you successfully log-in to Nucleus, follow the below steps:
 1. Click “RESOURCES”
 2. Under the Administrative Services Section, Click on the words: “CLICK HERE TO”
 3. Click on the words: “CLICK THIS LINK TO ACCESS BANNER PCOM WEB SERVICES”
 4. Choose, “PERSONAL INFORMATION”
 5. Choose, “UPDATE ADDRESSES AND PHONES”
- E. Inactivate your Old Home Address:
 1. Click on the word “Current” shown to the left of your home address
 2. Check the box next to “Delete this Address”
 3. Click Submit
- F. You are now back at the previous page
- G. Add New Address:
 1. Select from the drop down box: “Home Address” and click “Submit”
 2. First Line, “Valid from this Date”: Enter the BEGINNING DATE of your New Address
 3. Second Line, “Until this Date”: Leave BLANK
 4. Enter the rest of your address information
 5. Click “Submit”