

Address Change Instructions - "MyAlumni" Members Platform

1. Log on to [MyAlumni](#) with your credentials (your private e-mail address registered with us or your alumni e-mail address "firstname.surname@alumni.ethz.ch")
2. Below your image / name on the left panel, select "Member account" → "Address"
3. A page to edit your address details will open.
4. You can edit your home address, business address and preferred postal address by clicking on the "edit" icons shown below. Please save your changes.
5. The message "Address updated" appears.

The screenshot displays the MyAlumni Members Platform interface. On the left is a navigation menu with the following items: Home, Who is who, Events (35), Newsletter, Affiliate organisations, Globe, Benefits, Documents, Service (e-mail), Board Room, Member account (highlighted with a red box), Account info, Personal, Address (highlighted with a red box), Privacy, Payment (0), and Documents. The main content area is titled 'Home address' and contains a form with the following fields: Address suffix (c/o, building, apt., floor, room, etc.), PO Box (PO Box), Street* (Musterstrasse 1), Zip / City* (8800 Zürich), Country* (Switzerland), Telephone (Telephone), and Mobile (Mobile). A 'Save' button is located at the bottom right of the form. Below the Home address section is the 'Business address' section, which is currently empty and has an 'edit' icon (pencil) highlighted with a red box. At the bottom is the 'Preferred Postal Adresse' section, which is also empty and has an 'edit' icon highlighted with a red box. The 'Billing address' is set to 'Home address'.

Should you have any questions, please do not hesitate to contact us: info@alumni.ethz.ch