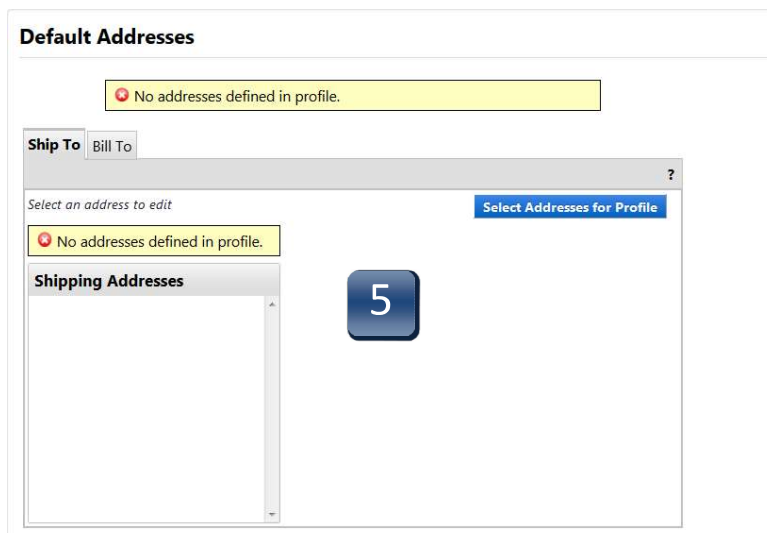
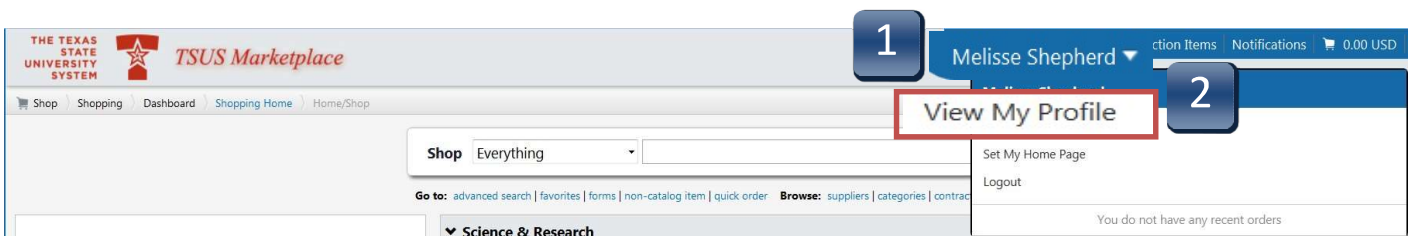


System Functions – Profile Setup – Default Shipping Address

- STEP 1:** Select **your name** in the top right corner of the TSUS Marketplace home page.
- STEP 2:** **View My Profile.** My Profile page appears.
- STEP 3:** Select **Default User Settings.**
- STEP 4:** Select **Default Addresses.**
- STEP 5:** **Default Address** box appears.



System Functions - Profile Setup – Default Shipping Address

- STEP 6:** Under the **Ship To** tab, click **Select Addresses for Profile** button. The **Select Address Template** window will appear.
- STEP 7:** From **Select Address Template** drop down menu, choose your shipping location. (San Marcos users will select **UDC**—University Distribution Center. Round Rock users will use **RRHEC**—Round Rock Higher Education Center or **RRSON**—Round Rock School of Nursing).

The screenshot displays the 'Default Addresses' interface. At the top, a yellow message box states 'No addresses defined in profile.' Below this, there are two tabs: 'Ship To' (selected) and 'Bill To'. A blue button labeled 'Select Addresses for Profile' is visible, with a blue circle containing the number '6' next to it. Below the tabs, another yellow message box says 'No addresses defined in profile.' To the left is a 'Shipping Addresses' list, which is currently empty. To the right is a 'Select Address Template' section with a dropdown menu. The dropdown menu is open, showing a list of address templates: CHA, CRC, DHRL, ETS, FAC, FCS, HRL, KAP, MSE, OHC, RRHEC, RRSON, SBDC, SHC, SHC-P, STAR, TJCTC, TSUS, and UDC. The 'RRHEC' and 'RRSON' options are circled in red, and the 'UDC' option at the bottom is highlighted in blue. A blue circle containing the number '7' is positioned next to the dropdown menu.

System Functions - Profile Setup – Default Shipping Address

STEP 8: Once selected, location will populate the **Nickname** field.

STEP 9: Enter your **Room** and **Building**.

STEP 10: Click **Save**.

STEP 11: Newly saved address will populate **Shipping Addresses** menu.

Shipping Addresses

UDC

11

Edit Selected Address ?

Nickname UDC 8

Default

Current Default Address ---

ADDRESS

Contact Line 1 Melisse Shepherd

Room 527 9

Bldg JCK

Address Line 1 305 River Ridge Pkwy

Address Line 2 University Distribution Center

City San Marcos

State TX

Zip Code 78666

Country United States

Save 10