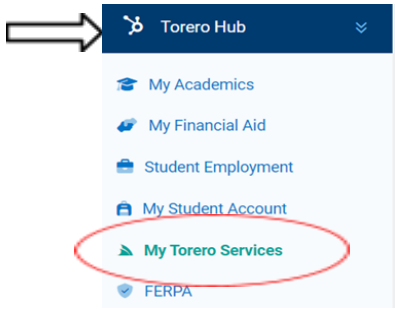
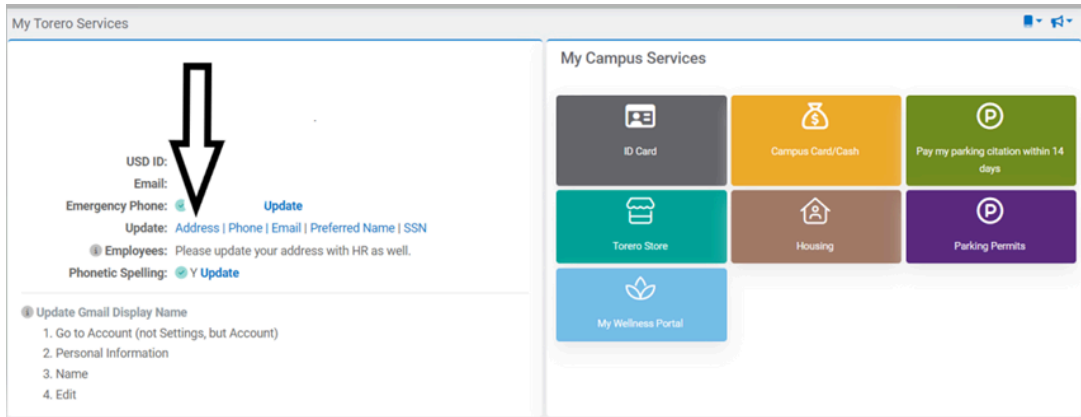


How To Update Local Address

1. Log into <https://my.sandiego.edu/>. On the right find **Torero Hub**, click **My Torero Services**

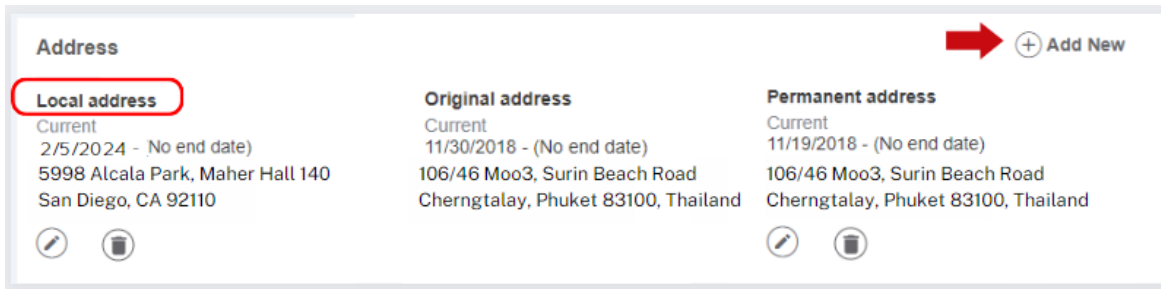


2. Click on Update: **Address**



3. After clicking on Update: Address, you will be taken to the **Personal Information** page where you can add/edit your address. There are many address options to select from, for example, business, local, mailing, permanent, etc. Please update your **LOCAL ADDRESS**. (*NOTE: If you don't see "local address" as an option. You may need to click "+ Add New"*)

Valid From: Input today's date | **Valid Until:** Can be left blank



By California law, providers are required to send prescriptions electronically to pharmacies. The system does NOT allow providers to send prescriptions unless a LOCAL ADDRESS is on file.

Please update your "Local Address" to your current U.S. address

Note: The system will update your address in 24-48 hours. It is not an immediate update

If you receive an error or unable to update your local address, please contact ITS at help@sandiego.edu or call (619)260-7900 for assistance