

Change Your Address in Your Profile

In the new DECAL Scholars system, you can change your own address! This document will guide you through the steps to change your address.

1 To begin, visit <u>decalscholars.com</u> and log in to your account. A guide to creating your account can be <u>found here</u>.

Sign In Don't have an account?	
Emol Address	
Postword	
If you are still experiencing issues, please contact Care Solutions at 770- 642-6722 ext. 602 or support@decationalars.com	
Login	
Forgot Password?	

2 Once you're logged in, click on your initials on the top right corner of your dashboard.

My Applicant Record						
Nome Applicant ld Address	Test Applicant ########## Test Address			Date of Birth Social Security Email Mobile Phone Home Phone	00/00/0000 ****** kst@decalscholars.com (###)###-#### (###)###-####	
My Applications						All Applications +
Program Group	Program Name	Lost Updated	Period	Amount	Status	Actions
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3 A dropdown menu will appear when you click on your initials. Select "Details."

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4 Make your desired changes to your mailing address. Make sure to select the "Update" button when you're finished to save your changes.

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5 To change your mailing address, select the tab for "Mailing Address" at the top.

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6 Make your desired changes to your mailing address. Make sure to select the "Update" button when you're finished to save your changes.

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Applicant Mailing Address		
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The Perimeter Center Place	Sum 960	
City ATLANTA	CT *	
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Congratulations!

You have now changed your address in your account.