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).
**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.

![Image of Shipping Addresses and Edit Selected Address windows]

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