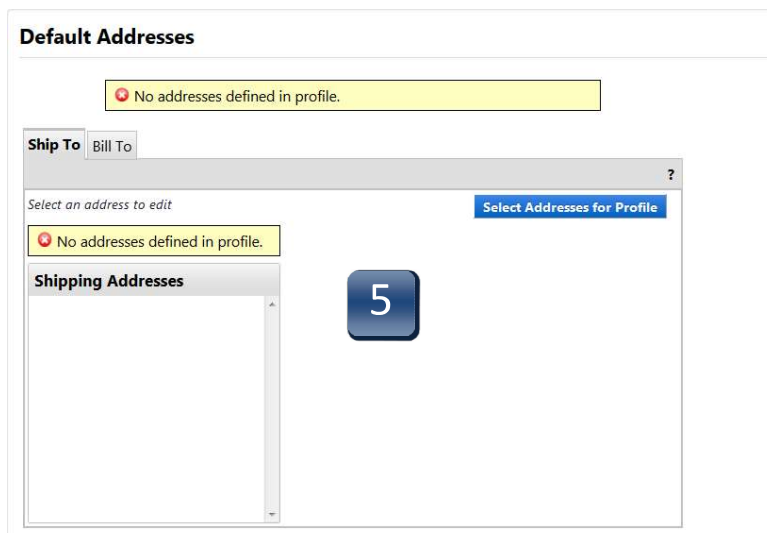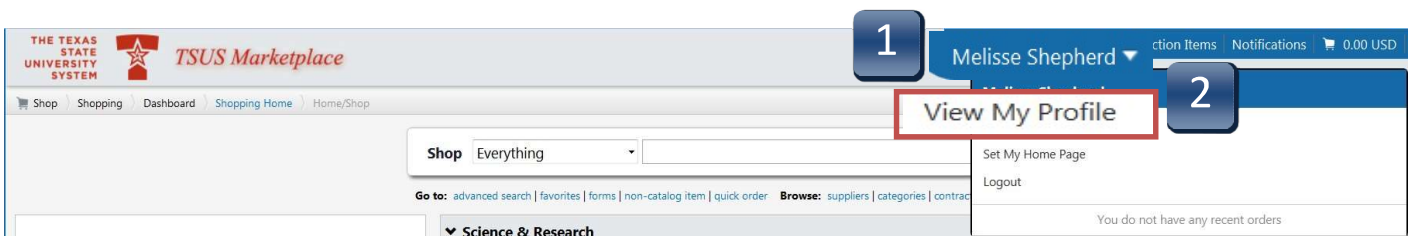# System Functions – Profile Setup – Default Shipping Address

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).

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.