


Always update your **LOCAL OFF CAMPUS** address.

This is required to maintain your F-1 or J-1 student status.

Step 1. Log into Topnet.wku.edu using your NetID and password (for help with retrieving Net ID and password click [HERE](#))


The screenshot displays the TopNet website interface. At the top left, the 'TOPNET' logo is visible. A navigation menu on the left includes sections for 'General Information' (with links for Admissions, Application Status, Future Students, General Financial Aid, Course Catalog, Schedule of Classes, and Colonnade/General Education Crosswalk), 'Registration Guides' (with links for -Fall, -Winter and Spring, and -Summer), and 'Campus Directory'. Below this, there are links for 'WKU Homepage' and 'TopNet Login'. The main content area features a large banner image of a building with columns and red banners that say 'Succeed Do' and 'Lead Think'. Below the banner is the 'TopNet Login' section, which includes the instruction 'Please use your assigned NetID or WKUID to log in.', a 'NetID or WKUID:' field containing 'jcd', a 'Password:' field, a 'Forgot Password?' link, and a 'Log In' button. To the right of the login form is a 'Need Help?' section with a list of links: 'Which ID to Use?', 'What is my WKU ID?', 'What is my Net ID?', 'FAQ', and 'Need More Help?'. At the bottom, there is a promotional banner for the 'iWKU' app, titled 'Download the App!', which offers instant access to final grades, class schedules, dining dollar balances, campus maps, and more. Below this is a yellow box titled 'Tired of Multiple Logins?' which explains that users can use their NetID to login once to myWKU for one-click access to other applications like Blackboard, TopperMail, and TopNet.

Step 2. Find the “Personal Information” tab on the home screen and click on it



Search

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Certification Information 

Student Billings

Student Statement of Obligation

I understand that I am registering for courses and am responsible for tuition and other required add/drop and withdrawal procedures of the University and that my non-attendance at these courses does not relieve me of any tuition or course charges. I understand that if my account becomes delinquent, I will be responsible to pay the University past due/service charges as a result of such delinquent account. I further understand that if the University retains a collection agency and/or attorneys to collect amounts owed to the University, I will be responsible to reimburse the University for the fees of any collection agency, which may be based on a percentage of the delinquent account balance (to a maximum of 33 1/3 percent of the delinquent account balance), and will also be liable for all reasonable attorneys' fees and costs and expenses incurred by the University in its collection efforts.

I acknowledge that I am responsible for the charges described above and that I have read and understand the [Student Account Agreement](#)

Please Note: Your Billing Information requires certification.

Student BILL Email E-mail Address

WKU does not mail paper billing statements to students. All billing will be electronic with students receiving account statements through their WKU e-mail address. Students can select a billing e-mail address so their account statement will be sent to an e-mail address in addition to their WKU e-mail address. Please review the billing email address under the link below and make any changes or updates BEFORE clicking the "Certify" button.

[View / Update Billing Email Address \(for student and/or person responsible for bill payment\)](#)

Please Note: Your Billing Email Address requires certification.

Student 1098-T Opt In

Please review the Electronic 1098-T opt in link below and make any changes or updates BEFORE clicking the "Certify" button.

[Electronic 1098-T Opt In](#)

Please Note: Your 1098-T Opt In requires action.

Student BILL Email E-mail Address

Step 3. Once you are on the “Personal Information” page, find the option to “View/Update Address(es) and Phone(s)” and click on it.

Personal Information

Please Note: You have one or more certifications to complete.

- Student Billings
- Student BILL Email E-mail Address
- Student 1098-T Opt In
- Student BILL Email E-mail Address

[Click here to review / update your info.](#)

[Change your PIN](#)

[Change Security Question](#)

[View / Update Address\(es\) and Phone\(s\)](#) 

[View / Update E-mail Address\(es\)](#)

[View / Update Emergency Contacts / Next-of-Kin](#)

[View / Update Cell Phone Messaging Notification](#)

[Campus Directory Display Options](#)

[Answer a Survey](#)

[View / Update Parent Information](#)

[Name Change Information](#)

[Social Security Number Change Information](#)

[View / Update Ethnicity and Race](#)

[View/Update Veterans Classification](#)

[Disability Status](#)

Step 4. Once you are on that page, you may see some different address options. To update Local address, click the blue link labeled “Current” in the Local Off Campus section. The “Local Off Campus” Address field feeds into your SEVIS Record

Update Addresses and Phones - Select Address

Update an existing address or phone number by selecting the link next to the corresponding address/phone. Insert a new address/phone type by choosing the address type from the list and selecting Submit.


Students: Mailing/Permanent addresses are not printed in the campus directory, unless you elect to do so via the Campus Directory Display Option on TopNet. However, the phone number you provide as a local number (landline or cell) is printed in the campus directory. To block your local phone number from appearing in the printed or online campus directory, you need to file a Request to Prevent Disclosure of Directory Information in the Office of the Registrar no later than the 5th class day of the fall semester.

PLEASE NOTE: Updating your address with WKU DOES NOT update your address with Higher One. Please log onto [Higher One](#) to access your account and update your address.

Faculty/Staff: Home addresses and home phone numbers are not included in the printed or online campus directory, unless you elect to do so via the Campus Directory Display Option on TopNet.

Addresses and Phones

Foreign Address		Phones
Current: Jan 07, 2013 to (No end date)		Primary: [REDACTED]
[REDACTED]		

Local Off Campus		Phones
Current: Sep 02, 2015 to (No end date)		Primary: [REDACTED]
 [REDACTED]		

Mailing/Permanent		Phones
Current: Sep 02, 2015 to (No end date)		Primary: [REDACTED]
[REDACTED]		

Type of Address to Insert:

Step 5. Enter your current local address in the fields and update your local phone number, if necessary.

Update Addresses and Phones - Update/Insert

Request for Address/Phone Update

- When updating an address, **Address Line 1**, **City**, **State/Province**, and **ZIP/Postal Code** are required fields; all other fields on the form are requested but optional. If you are entering a foreign address, **Address Line 1**, **City**, and **Nation** are required. Unlisted phone numbers will not be published.
- **Diploma Address:** This address is NOT required nor needs to be changed unless an Application for Graduation has been filed.
- Changing one's address from out-of-state to a Kentucky address does not change residency for tuition assessment purposes.
- Questions regarding address changes may be directed to the Office of the Registrar at (270) 745-3351.



- If you are an **employee** and are changing your MA (Mailing/Permanent) address, it is critical that correct information is provided to ensure that taxes are not withheld wrongfully. The information will be maintained as part of your file and it becomes Western's authorization to either withhold or not withhold Warren County School District tax from your wages.

Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>
City:	<input type="text"/>
State or Province:	<input type="text" value="Kentucky"/>
ZIP or Postal Code:	<input type="text"/>
County:	<input type="text" value="Warren, KY"/>
Nation:	<input type="text" value="Not Applicable"/>
Area Code:	<input type="text"/>
Phone Number:	<input type="text"/> OR <input type="text"/>
Extension:	<input type="text"/> International Access Code and Phone Number: <input type="text"/>
<input type="button" value="Address OK, Go Back"/> <input type="button" value="Submit Request to Update Address"/> <input type="button" value="Clear Form"/> <input type="button" value="Reset Form to Original Values"/>	

Helpful Tips

- List your street number and street name in “Address Line 1:” Followed by the apartment number if you have one (For example: 345 Street Name St, Apt 7)
- Do NOT enter the name of the apartment complex
- Complete the City, State or Province, and ZIP or Postal Code, and county fields
- The completed address might look similar to:
345 Street Name St, Apt 7
Bowling Green, KY 42101
Warren County

Step 6. Once you have entered the updated local address information and phone number and verified all the fields, click on “Submit Request to Update Address”.

If an address is entered incorrectly or there is a missing field, the system will then prompt you to correct it or complete the field. If you have any further issues you may need to contact the [WKU IT Department](#) directly.

Once you do this, you are finished! Repeat this process any time you change address or phone number and need to update it.

WKU TopNet

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[Student Services](#) [Financial Aid](#) [Employee Services](#) [Personal Information](#)

Update Addresses and Phones - Update/Insert

[Request for Address/Phone Update](#)

- When updating an address, **Address Line 1, City, State/Province, and ZIP/Postal Code** are required fields; all other fields on the form are requested but optional. If you are entering a foreign address, **Address Line 1, City, and Nation** are required. Unlisted phone numbers will not be published.
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Address Line 1:
Address Line 2:
Address Line 3:
City:
State or Province:
ZIP or Postal Code:
County:
Nation:
Area Code:
Phone Number: OR International Access Code and Phone Number:
Extension:

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