



## Youth With A Mission - University of the Nations

**To:** YWAM/UofN School Leaders & Staff, Registrars, Training Directors and Base Leaders

**From:** YWAM/UofN International Records

**Date:** 29 March 2011

### **Updating your base's address**

The instructions below are for when the website or address mentioned on our base profile or school profile needs to be changed on either [www.uofn.edu](http://www.uofn.edu) or [www.ywam.org](http://www.ywam.org)

You should make the change yourself in either one of the ways below:

#### 1- **Base Profile - via Go Manual update system**

- go to: <https://update.ywam.org/>
- log in with base e-mail address and base profile password. This password can be emailed to the base e-mail address if you have forgotten the password. Another option to do it, in case you want to do it through [www.ywam.org](http://www.ywam.org) - you may make changes by clicking in the link 'update your info' in the last line of the main page

#### 2- **2. School Profile - via UofN / Form A System**

- go to: <https://update.ywam.org/uofn/af/>
- login with username and password for submitting Form A's – this is the same login (email) and password you used when you registered your on line Form A. If you forgot the password, click on the link "Forgot Password?" and it will be e-mailed out to the email address.

Once you have logged in, find the list of schools in the left side - 'Schools'. Then click 'Edit' beside the school you want to make changes. You'll be able to change email and website addresses. Save.