How do I claim a location in Google My Business?

Tell Me

These instructions are for claiming a location found on Google Maps

1. From [google.com/maps](http://google.com/maps), find your location
2. Click on the location so the location details show on the left
3. Click **Claim this business**
4. On the Google Sign in, enter your **university email address** and click **Next**
5. You will be redirected to university Single Sign On - **login** with your Ninernet username and password
6. Verify or enter the **name of the location** - click **Next**
7. Verify or enter the **address of the location** - click **Next**
8. Enter a business category - University Department is appropriate for most campus locations - click Next

9. Verify or enter an appropriate phone number and website for the location - click Next

10. Click Finish
11. Click Mail

![Success! Your listing has been created. Choose a way to verify.](image)

Select how you'd like to get a verification code. Learn more

- **Postcard by mail**
  - Have a postcard with your code mailed to this address
  - Contact name

  **Kennedy Hall**
  - 9201 University City Blvd, Kennedy Building, Charlotte, NC 28223-0001, United States

- **Verify later**
  - You can't fully manage your listing until you're verified

12. A post card will be mailed to the location that was claimed

![Postcard is on the way](image)

You'll get a postcard with your verification code and instructions in about 5 days.

13. On receipt of the postcard, visit [google.com/verifymybusiness](http://google.com/verifymybusiness)
14. Sign in to your university Google account
15. Enter your verification code and click **Verify**
16. You're now verified - click **Get started** to edit your location

![You're now verified](image)

The account [redacted] is now authorized to manage Kennedy Hall on Google

Get started adding photos, replying to reviews, creating posts, and more

[Get started](#)
Related FAQs

What is Google My Business?

How do I claim a location in Google My Business?

How do I add permissions to manage Google My Business locations?

Why would I want to claim a building in Google My Business?