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, 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.

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

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

Mail

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

Later

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

Postcard is on the way
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
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
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?