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

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
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?