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**

![Claim this business](image)

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**

![What's the name of your business?](image)

![Where are you located?](image)

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.]

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

![Postcard is on the way]

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

![You're now verified]

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?