

Adding a New Address Type and/or Adding a New Effective Dated Address

Step	Action
1.	Click the Campus Community link.
2.	Click the Personal Information or Personal Information (Student) link.
3.	Click the Biographical or Biographical (Student) link.
4.	Click the Addresses link (under “Addresses/Phones”).
5.	Enter the search criteria into the appropriate field(s).
6.	Click the Search button. <i>If the individual has current addresses in the database, the Current Addresses area of the page shows the current address types and the associated data. Also, in the Add Address Types area of the page, a blue asterisk to the left of an address type indicates that the address type exists.</i>
7.	To Add a new Address Type put a checkmark in the address type you would like to create. NOTE: For example, if the address displaying in the Add Address Types area of the page is both the student’s current and permanent address, select both. <i>Note: If a blue asterisk displays to the left of the address type, this means the address type exists and you will be changing the address for that address type. If a blue asterisk does not display, this means you will be adding that address type.</i>
8.	Click the Edit Addresses link in the Add Address area of the page.
9.	Type in the Street/PO Box field and press the TAB key.
10.	Type in the Special Info field (optional) and press the TAB key.
11.	Type in the Postal field and press the TAB key. <i>The system will populate the City and State based on the Postal Code.</i>
12.	Click the OK button. <i>The system will display the address you just entered in the Add Address area of the page.</i>
13.	Click the Submit button. <i>A green check mark appears next to each address type to which the address will be applied.</i>
14.	Click the Save button.
15.	To add a new Effective Dated Row to an existing address type click on the Edit/View Address Detail link in the Current Address area of the page.
16.	Click on the Plus sign to add a new row and then click the Update Addresses link. Make any changes as needed and click OK when you are done and OK again at the Address History page.
17.	Click the Save button.
18.	You have successfully added an address for an individual!