Add Address
## Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Addresses are added and edited from <strong>Edit Address</strong> page. There are different navigation paths to the <strong>Edit Address</strong> page. For this example, click the <strong>Campus Community</strong> link.</td>
</tr>
</tbody>
</table>

![Campus Community link screenshot](image-url)
Step | Action
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2. | You are entering an address for a student so click the **Personal Information (Student)** link.
3. | Click the **Add/Update a Person** link.
4. On the **Add/Update Person** search page, if you know the student's MaineStreet ID, enter it in the ID field. You can also search for the student by entering their name.
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<td>5.</td>
<td>On the <strong>Biographical Details</strong> page, click the <strong>Addresses</strong> link.</td>
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![Image of Biographical Details page](image.png)
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| 6.   | There are several different types of addresses, all of which have effective dates and will be stored as history. All students will have a *Permanent* address which will be populated from the first *Home* address entered and will never be changed. The Permanent address is stored for research and marketing purposes and is never modified unless it was mistyped.  

When communicating with students there are several different hierarchical address types whereby if one type is blank, the next type will be examined. If that one is also blank, another one will be checked, and so on. There is no need to enter the same address in all the different types.  

Although you are adding a new address, click the Edit Address link in *Add Address* section of the page. |
### Step 7

The **QuickAddress Address Selection** page opens.

The *Quick Address* (QAS) system validates addresses against the latest U.S. Postal Service address file. QAS also automatically corrects misspellings, applies preset address standards and auto-fills missing information (county, 4 digit code).

Enter the first line of the address.

### Step 8

Enter the appropriate City in the **City** field.

### Step 9

Enter the appropriate State into the **State** field.

### Step 10

Enter the appropriate Zip Code into the **Postal Code** field.

### Step 11

Enter the appropriate **County** into the **County** field.

### Step 12

Now you're ready to run a search to validate the address you've entered and standardize its format.

Click the **Search** button.
### Step 13
If QAS was able to validate the address you entered, the address text will appear grayed-out. Notice the address is entered in the proper case and the 4-digit postal code was added.

If QAS incorrectly altered the address, click the **Override** link to change the address entered by QAS.

When the correct address is entered, click the **OK** button.

### Step 14
The next step is to select the address type in the **Add Address Types** section. Place a checkmark next to the appropriate address.

**Note:** if this address should go into effect on a future date, you can enter the future date in the **Effective Date** field.

### Step 15
Click the **Submit** button.
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| 16.  | Notice the address you entered now appears in the **Current Addresses** section of the page.  
**Note:** if you had entered a future *Effective Date*, the address will not appear in the **Current Addresses** section until that date arrives. You can view or change it by clicking the **Edit/View Address Detail** link.  
Click the **Save** button to save the address. |
| 17.  | **End of Procedure.** |