



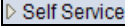
<b>Version</b>	<b>8.9</b>
<b>Date Modified</b>	<b>2/11/2008</b>
<b>Last Changed by</b>	<b>ASDS</b>
<b>Status</b>	<b>Final</b>

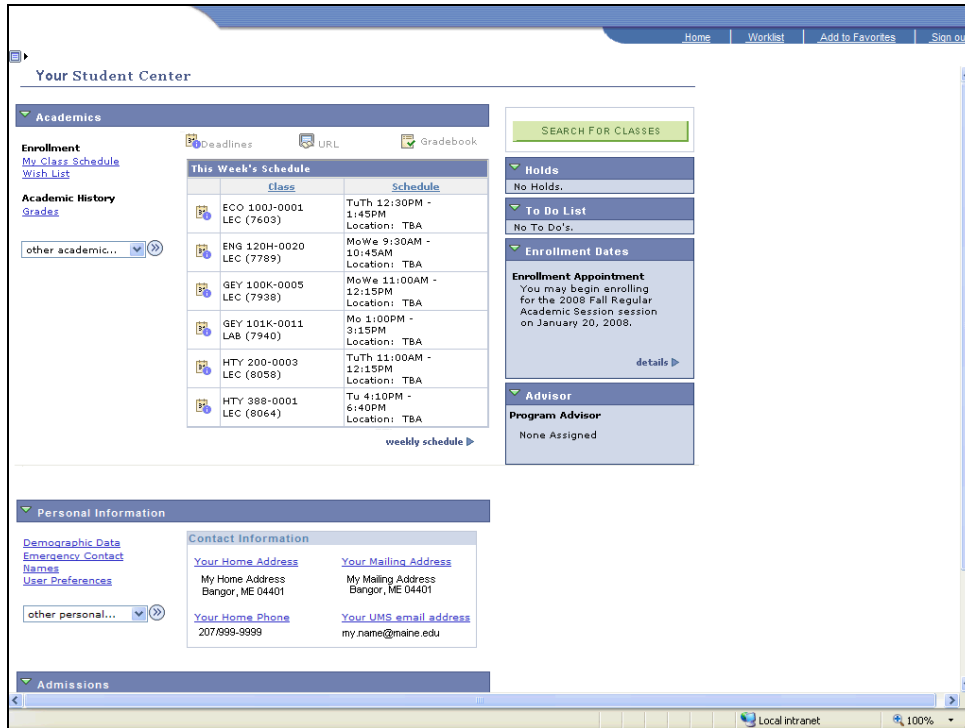
## **Add Address via Student Center**

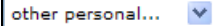
### **Concept**

The *QuickAddress* (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). This topic covers how to add addresses via the MaineStreet Student Center using the QuickAddress system.

## Procedure

Step	Action
1.	From the MaineStreet Portal, click the <b>Student Self-Service</b> link. 
2.	Click the <b>Student Center</b> link.

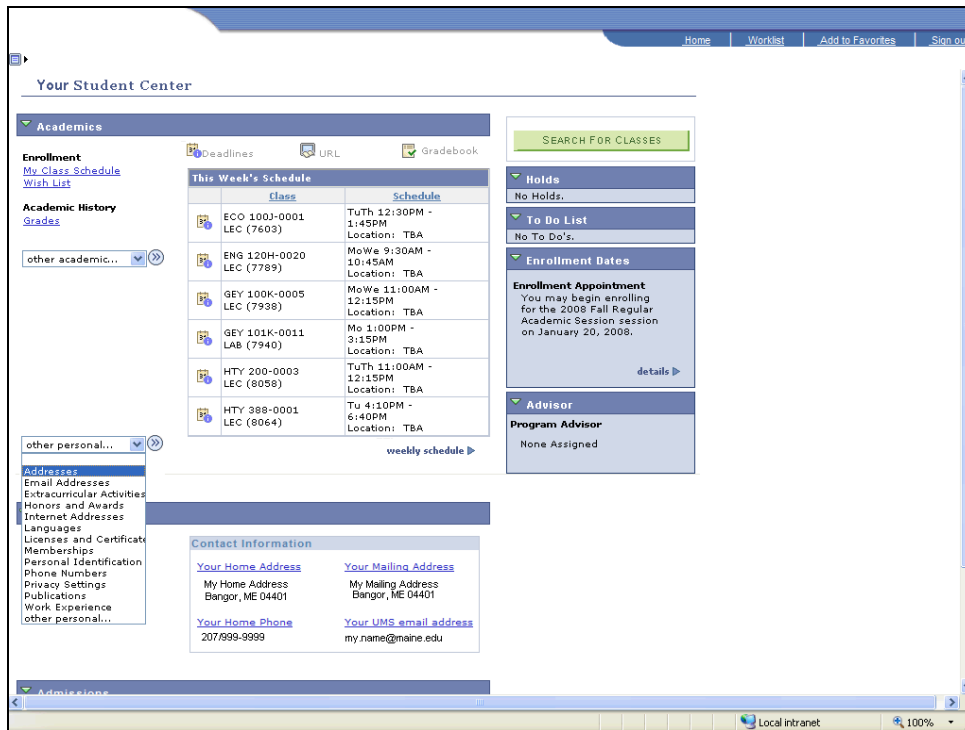


Step	Action
3.	To add a new address, click on the drop-down arrow in the <i>other personal information</i> field. 



# Reference Guide

## Add Address via Student Center



Step	Action
4.	Click the <b>Addresses</b> list item. <a href="#">Addresses</a>


# Reference Guide

## Add Address via Student Center



The screenshot shows the 'Your Student Center' page. The 'Academics' section is expanded, showing a 'This Week's Schedule' table with columns for 'Class' and 'Schedule'. Below this, the 'Personal Information' section is expanded, showing 'Demographic Data', 'Emergency Contact', 'Names', and 'User Preferences'. The 'Contact Information' sub-section is visible, containing fields for 'Your Home Address', 'Your Mailing Address', 'Your Home Phone', and 'Your UMS email address'. A 'Go' button is located at the bottom right of the 'Contact Information' section.

Class	Schedule
ECO 100J-0001 LEC (7603)	TuTh 12:30PM - 1:45PM Location: TBA
ENG 120H-0020 LEC (7789)	MoWe 9:30AM - 10:45AM Location: TBA
GEY 100K-0005 LEC (7938)	MoWe 11:00AM - 12:15PM Location: TBA
GEY 101K-0011 LAB (7940)	Mo 1:00PM - 3:15PM Location: TBA
HTY 200-0003 LEC (8058)	TuTh 11:00AM - 12:15PM Location: TBA
HTY 388-0001 LEC (8064)	Tu 4:10PM - 6:40PM Location: TBA

Step	Action
5.	Click the <b>Go</b> button. 

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

Student Name go to ...

**Addresses**

View, add, change or delete an address.

Address Type	Address	
Home	My Home St Bangor, ME 04401-2592 Penobscot	<a href="#">edit</a>
Mail	My Mail St Bangor, ME 04401-2592 Penobscot	<a href="#">edit</a>

[ADD A NEW ADDRESS](#)

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go to ...

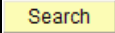
Done | Local intranet | 100%

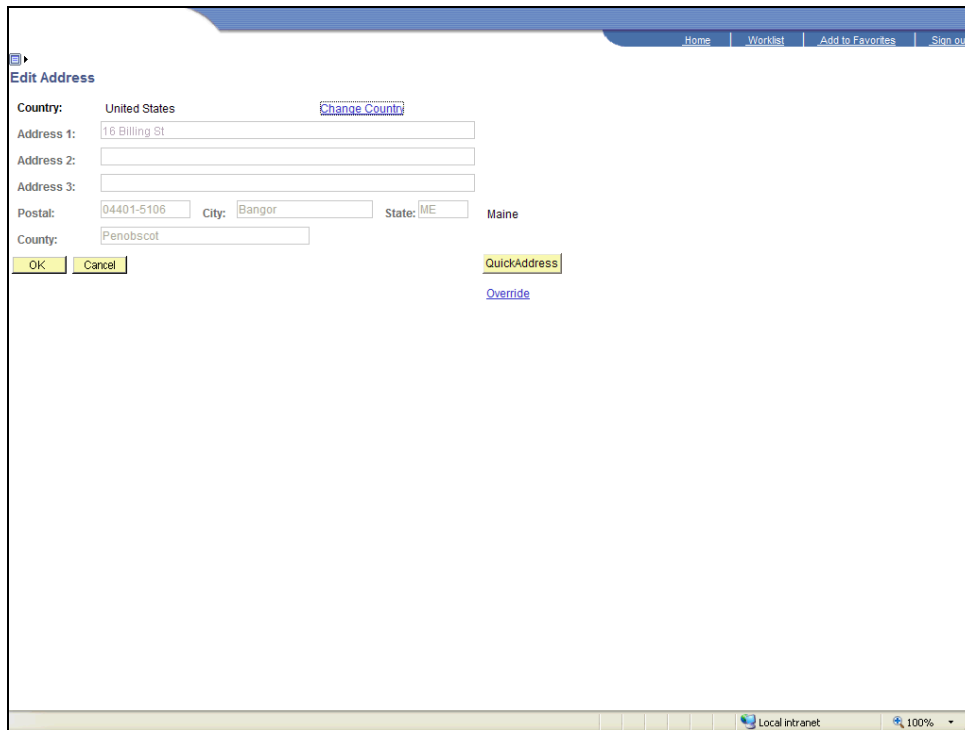
Step	Action
6.	To add a new address, click the <i>Add a new address</i> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">ADD A NEW ADDRESS</div>

# Reference Guide

## Add Address via Student Center



Step	Action
7.	The <b>QuickAddress Address Selection</b> page opens.  The <i>Quick Address</i> (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).
8.	Enter the appropriate City in the <i>City</i> field.
9.	Enter the appropriate State into the <i>State</i> field.
10.	Enter the appropriate Zip Code into the <i>Postal Code</i> field.
11.	Now you're ready to run a search to validate the address you've entered and standardize its format.  Click the <b>Search</b> button. 



Step	Action
12.	<p>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.</p> <p>If QAS incorrectly altered the address, click the <a href="#">Override</a> link to change the address entered by QAS.</p> <p>When the correct address is entered, click the <b>OK</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>

# Reference Guide

## Add Address via Student Center



Home    .Worklist    Add to Favorites    Sign out

Student Name

Addresses


**Add a new address**

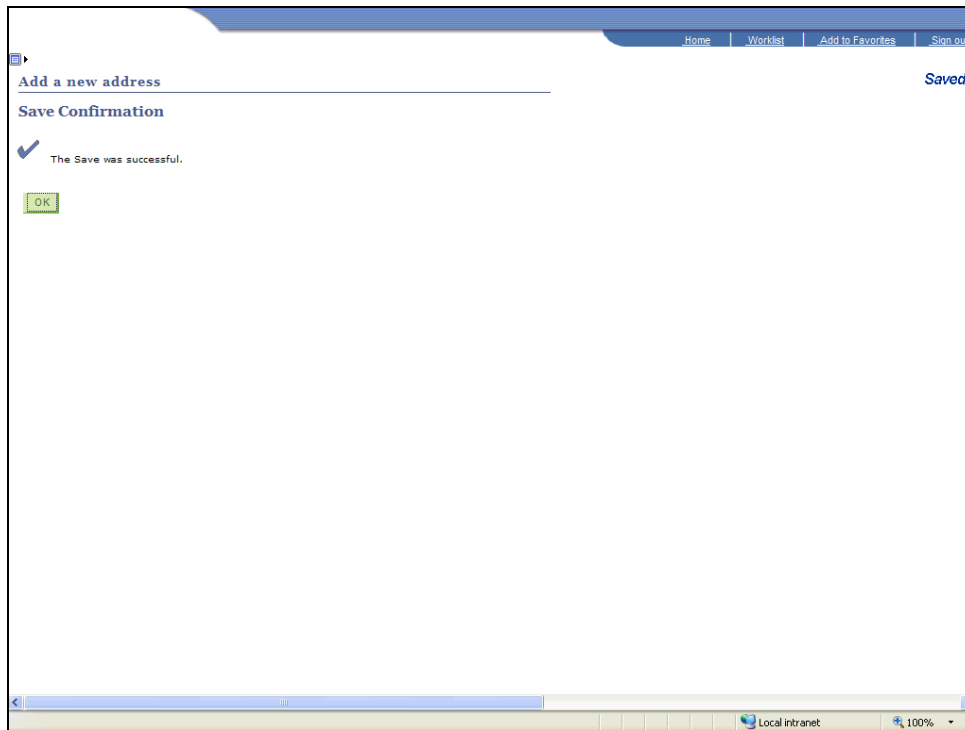
Verify your address information below and select the address type(s) associated with it on the right.


An asterisk (\*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address	Address Types
16 Billing St Bangor, ME 04401-5106 Penobscot <a href="#">Edit Address</a>	<input type="checkbox"/> Home * <input type="checkbox"/> Mail * <input type="checkbox"/> Business <input type="checkbox"/> Campus * <input type="checkbox"/> Billing <input type="checkbox"/> Check
Date new address will take effect: 01/28/2008 <input type="text"/> (example: 12/31/2000)	
<input type="button" value="SAVE"/>	
<a href="#">Return to Current Addresses</a>	

Local intranet    100%

Step	Action
13.	<p>The next step is to select the appropriate address type in the <i>Add Address Types</i> section. Place a checkmark next to the appropriate address.</p> <p><b>Note:</b> if the new address should not go into effect until a future date, enter the future date in the <i>Date new address will take effect</i> field.</p>
14.	<p>Click the <b>Save</b> button.</p> 



Step	Action
15.	Click the <b>OK</b> button. 
16.	<b>End of Procedure.</b>