



File Name	<i>Adding Addresses.doc</i>
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Student Self-Service: Adding Addresses

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.



Navigation



Step	Action
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- | | |
|----|--|
| 1. | From the MaineStreet portal, click the Student Self Service link.
Student Self-Service |
| 2. | Click the Student Center link. |

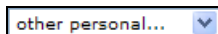
Procedure

The screenshot shows the 'Your Student Center' page. The 'Personal Information' section is highlighted with a red box. It contains a dropdown menu with 'other personal...' selected. Below the dropdown are fields for 'Your Home Address', 'Your Mailing Address', 'Your Home Phone', and 'Your UMS email address'. The 'Academics' section shows 'This Week's Schedule' with a table of classes and their times.

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
3.	To add a new address, scroll down to the Personal Information section of the Student Center and click on the drop-down arrow in the other personal information field.

To add a new address, scroll down to the **Personal Information** section of the Student Center and click on the drop-down arrow in the **other personal information** field.



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Academics

Enrollment
[My Class Schedule](#)
[Wish List](#)

Academic History
[Grades](#)

other academic... ▾

	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
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HTY 200-0003 LEC (8058)		TuTh 11:00AM - 12:15PM Location: TBA
HTY 388-0001 LEC (8064)		Tu 4:10PM - 6:40PM Location: TBA

weekly schedule ▾

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2008 Fall Regular Academic Session session on January 20, 2008.
[details ▾](#)

Advisor
Program Advisor
None Assigned

other personal... ▾

- Addresses
- Email Addresses
- Extracurricular Activities
- Honors and Awards
- Internet Addresses
- Languages
- Licenses and Certificates
- Memberships
- Personal Identification
- Phone Numbers
- Privacy Settings
- Publications
- Work Experience
- other personal...

Contact Information

Your Home Address	Your Mailing Address
My Home Address Bangor, ME 04401	My Mailing Address Bangor, ME 04401
Your Home Phone	Your UMS_email address
207/999-9999	my.name@maine.edu

Local intranet 100%

Step Action

4. From the drop-down menu, click on **Addresses** to select it.

Addresses



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MaineStreet Home Worklist Add to Favorites Sign out

Your Student Center

Academics

Enrollment [My Class Schedule](#) [Wish List](#)

Academic History [Grades](#)

Deadlines URL Gradebook

SEARCH FOR CLASSES

This Week's Schedule

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

weekly schedule ▶

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
Enrollment Appointment
You may begin enrolling for the 2008 Fall Regular Academic Session session on January 20, 2008.
[details ▶](#)

Advisor
Program Advisor
None Assigned

Personal Information

[Demographic Data](#) [Emergency Contact Names](#) [User Preferences](#)

Addresses ▶

Contact Information

Your Home Address	Your Mailing Address
My Home Address Bangor, ME 04401	My Mailing Address Bangor, ME 04401
Your Home Phone	Your UMS email address
207.899-9999	my.name@maine.edu

Admissions

Local intranet 100%

Step Action

5. Click the **Go** button.



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Student Name

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	My Home St Bangor, ME 04401-2592 Penobscot	<input type="button" value="edit"/>
Mail	My Mail St Bangor, ME 04401-2592 Penobscot	<input type="button" value="edit"/>

Step	Action
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6. On the **Addresses** page, click the **ADD A NEW ADDRESS** button to add an address.



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The screenshot shows the 'QuickAddress Address Selection' form within the MaineStreet application. The form is titled 'QuickAddress Address Selection' and contains the following fields: Address Line 1, Address Line 2, Address Line 3, City, State, Postal Code, and County. A red box highlights the Address Line 1 field. Below the fields are 'Search' and 'Cancel' buttons. A 'powered by QuickAddress' logo is visible below the form. The browser's address bar shows 'Local intranet' and the page is zoomed to 100%.

Step	Action
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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 street address for the address type you are adding in the ***Address Line 1*** field.

8. Enter the appropriate City in the ***City*** field.
9. Enter the appropriate State into the ***State*** field.
10. Enter the appropriate Zip Code into the ***Postal Code*** field.

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MaineStreet Home Worklist Add to Favorites Sign out

QuickAddress Address Selection

Address Line 1

Address Line 2

Address Line 3

City

State

Postal Code

County

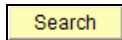
powered by QuickAddress

Done Local intranet 100%

Step	Action
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- | | |
|-----|---|
| 11. | Now you're ready to run a QAS search to validate the address you've entered and standardize its format. |
|-----|---|

Click the **Search** button.





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MaineStreet Home Worklist Add to Favorites Sign out

Edit Address

Country: United States [Change Country](#)

Address 1: 16 Billing St

Address 2:

Address 3:

Postal: 04401-5106 City: Bangor State: ME Maine

County: Penobscot

OK Cancel QuickAddress [Override](#)

Local intranet 100%

Step	Action
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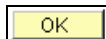
- | | |
|-----|--|
| 12. | If QAS was able to validate the address you entered, the address text will appear grayed-out. Notice the 4- digit postal code was added. |
|-----|--|

If QAS incorrectly altered the address, click the [Override](#) link to change the address entered by QAS.

If QAS has no record of the address you entered, you have three options:

- * [Display all street numbers](#) - this lists all addresses that most closely match the address you entered and you can enter the most closely matching address.
- * [Use Original search address](#) - This prompts QAS to accept the address you originally entered.
- * [Edit original search address and search again](#) - this returns you to the screen where you entered the address and allows you to edit the address.

After the correct address is entered on the [Edit Address](#) page, click the **OK** button.



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Student Self-Service: Adding Addresses



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

16 Billing St
Bangor, ME 04401-5106 [Edit Address](#)

Date new address will take effect: 01/28/2008 [B](#) (example: 12/31/2000)

[SAVE](#)

[Return to Current Addresses](#)

Address Types

<input type="checkbox"/>	Home	*
<input type="checkbox"/>	Mail	*
<input type="checkbox"/>	Business	
<input type="checkbox"/>	Campus	*
<input type="checkbox"/>	Billing	
<input type="checkbox"/>	Check	

Step	Action
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- | | |
|-----|--|
| 13. | 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. <input type="checkbox"/> |
|-----|--|

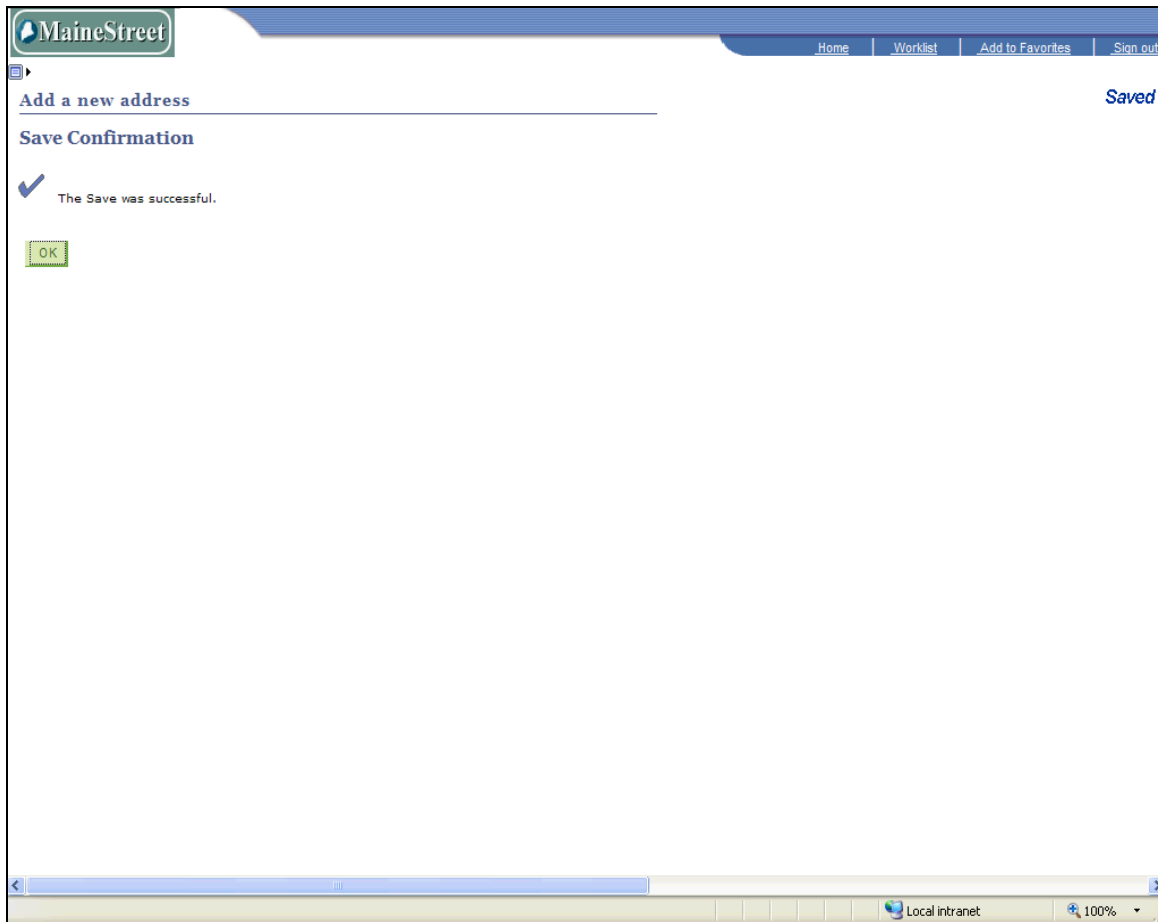
Note: if the new address should not go into effect until a future date, enter the future date in the *Date new address will take effect* field.


- | | |
|-----|-------------------------------|
| 14. | Click the Save button. |
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- | Step | Action |
|------|--|
| 15. | Click the OK button.
 |
| 16. | End of Procedure. |