
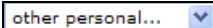


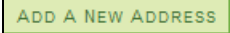
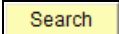





Adding Addresses

1.	<p>From the MaineStreet portal, click the Student Self Service link.</p> 
2.	<p>Click the Student Center link.</p>
3.	<p>To add a new address, scroll down to the Personal Information section and click on the drop-down arrow in the <i>other personal information</i> field.</p> 
4.	<p>From the drop-down menu, click on Addresses to select it.</p> 
5.	<p>Click the Go button.</p> 
6.	<p>On the Addresses page, click the ADD A NEW ADDRESS button to add an address.</p> 
7.	<p>The QuickAddress Address Selection page opens.</p> <p>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).</p> <p>Enter the street address for the address type you are adding in the Address Line 1 field.</p>
8.	<p>Enter the appropriate City in the City field.</p>
9.	<p>Enter the appropriate State into the State field.</p>
10.	<p>Enter the appropriate Zip Code into the Postal Code field.</p>
11.	<p>Now you're ready to run a QAS search to validate the address you've entered and standardize its format.</p> <p>Click the Search button.</p> 



<p>12.</p>	<p>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.</p> <p>If QAS incorrectly altered the address, click the Override link to change the address entered by QAS.</p> <p>If QAS has no record of the address you entered, you have three options:</p> <ul style="list-style-type: none"> * 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. <p>After the correct address is entered on the Edit Address page, click the OK button.</p> 
<p>13.</p>	<p>The next step is to select the appropriate address type in the Add Address Types section. Place a checkmark next to the appropriate address. <input type="checkbox"/></p> <p>Note: 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>
<p>14.</p>	<p>Click the Save button.</p> 
<p>15.</p>	<p>Click the OK button.</p> 
<p>16.</p>	<p>End of Procedure.</p>