



### **Maintaining Student Addresses**

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#### **Description**

Several types of addresses can be stored in a student's bio-demo data. This Guide covers how to add or update an address. Address types used by the UMS are: **Home** (legal address), **Mailing** (often temporary), **Billing** (where bills should be sent), **Campus** (campus office address for student employees), **Residence Hall** (should be populated from RMS). Addresses are effective dated, which means that when you change an address you add another row for that address type. This maintains a history of address changes. It isn't necessary to have all address types entered. However, everyone in Campus Community should have at least a Home or Mailing address.

For more detailed coverage of this subject, see the Business Process: **CC009 Address Usage and Maintenance**.

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#### **Navigation**

**Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses**



## Addresses

## QG / Quick Guide

### Step 1: Search for the person.

Some fields may be populated based on your User Defaults.

Enter criteria and click

Search

### Addresses

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

ID:	begins with	<input type="text"/>	
Academic Career:	=	<input type="text" value="Undergraduate"/>	
National ID:	begins with	<input type="text"/>	
Campus ID:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text" value="Czerny"/>	
First Name:	begins with	<input type="text" value="Charlotte"/>	
<input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive			

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

### F Y I

**Campus ID** is currently not used.



## ▶ Entering a New Address Type

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### Step 2: The Addresses Page—Add Address

In our example to the right, Charlotte has 2 addresses already entered: **Home** and **Mailing**. Note the asterisks next to those types in the **Add Address Types** list.

To add a **NEW** type of address,

(a) click the checkbox next to the desired type,

(b) click the [Edit Address](#) link.

### Addresses

Charlotte Czerny 0539777

Current Addresses				
Address Type	Address	Effective Date	Status	Edit/View Address Detail
<a href="#">Home</a>	1111 First St Danforth, ME 04424 Washington	07/10/2006	Active	<a href="#">Edit/View Address Detail</a>
<a href="#">Mailing</a>	POBox 123 Orono, ME 04473 Penobscot	07/13/2006	Active	<a href="#">Edit/View Address Detail</a>

#### Add Address

Effective Date:   Status:

Country:   United States

Address:  [Address Linkage](#)

#### Add Address Types

- \* Home
- \* Mailing
- Business
- Check
- Residence Hall
- Campus
- Billing

\* Active address exists  
[Explain](#)



## ▶ Entering a New Address Type

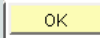
*QG / Quick Guide*

### Step 3: Enter New Address and Submit

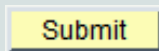
Enter the new address.

If the address is in another country, you can use the [Change Country](#) link to format the address appropriately.

You can enter the Postal (Zip) code and press the tab key. This will automatically fill in the City, State and County fields for US and Canadian addresses. If the Zip code applies to more than one City, you will get the warning message shown at right. Click OK to clear the message.

Click  to return to the Address page.

On the Addresses page, click



### Step 4: Save

Click 

#### Edit Address

Country: United States [Change Country](#)

Address 1: PO Box 118

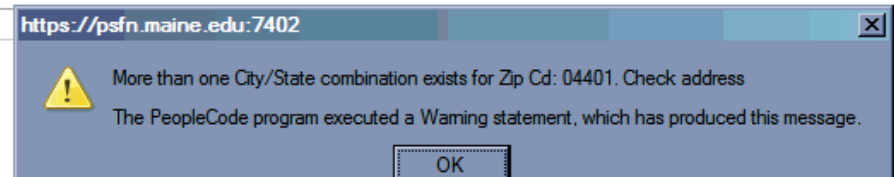
Address 2:

Address 3:


Postal: 04401 City: Bangor State: ME Maine


County: Penobscot <https://psfn.maine.edu:7402>




#### Add Address

Effective Date: 07/26/2006  Status: Active

Country: USA  United States

Address: [Edit Address](#) [Address Linkage](#)

PO Box 118  
Bangor, ME 04401  
Penobscot



## ▶ Updating an Address

*QG / Quick Guide*

### Step 5: Addresses Page—Changing an Existing Address.


Now suppose Charlotte's Home address must be updated.

Click the [Edit/View Address Detail](#) link to the right of the Home address.

This displays the **Address History** page for this address type.

Note the **Effective Date**.


To update this address we must add a new Effective Dated row.


Click the 

**Addresses**  
Charlotte Czerny 0539777

Current Addresses Customize | Find | View All First 1-2 of 2 Last

Address Type	Address	Effective Date	Status	Edit/View Address Detail
<a href="#">Home</a>	1111 First St Danforth, ME 04424 Washington	07/10/2006	Active	<a href="#">Edit/View Address Detail</a>
<a href="#">Mailing</a>	POBox 123 Orono, ME 04473 Penobscot	07/13/2006	Active	<a href="#">Edit/View Address Detail</a>

**Add Address** Effective Date: 07/26/2006  Status: Active



**Country:**   United States

**Address:** [Edit Address](#) [Address Linkage](#)

**Add Address Types**

- \* Home
- \* Mailing
- Business
- Check

**Address History**  
Address Type Home

Effective Date	Country	Status	Address	
07/10/2006	USA	Active	1111 First St Danforth, ME 04424 Washington	 

Update Addresses  
Address Linkage

OK Cancel Refresh



## ▶ Updating and Address

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The new row shows the new **Effective Date**. If you don't want this new address to be active yet, put in the date when it will become active.

### Step 6: Update Address

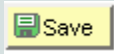
Click the [Update Addresses](#) link to enter the new address.

Click

Click  again to return to the **Addresses** page.

### Step 7: Save

On the **Addresses** page, click



**Address History**

Address Type Home

Effective Date	Country	Status	Address	
07/26/2006	USA	Active	1111 First St Danforth, ME 04424 Washington	<a href="#">Update Addresses</a> <a href="#">Address Linkage</a>
07/10/2006	USA	Active	1111 First St Danforth, ME 04424 Washington	<a href="#">Update Addresses</a> <a href="#">Address Linkage</a>

**Edit Address**

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

Postal:  City:  State:  Maine

County: