Address Addition and Update

Maintaining Student Addresses

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**.

Navigation

Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses
Step 1: Search for the person.

Some fields may be populated based on your User Defaults.

Enter criteria and click **Search**

FYI

**Campus ID** is currently not used.
Enter a New Address Type

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.
Entering a New Address Type

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 OK to return to the Address page.

On the Addresses page, click

Submit

Step 4: Save

Click Save
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 +
Updating and Address

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 OK.

Click OK again to return to the Addresses page.

Step 7: Save

On the Addresses page, click OK.

Save.