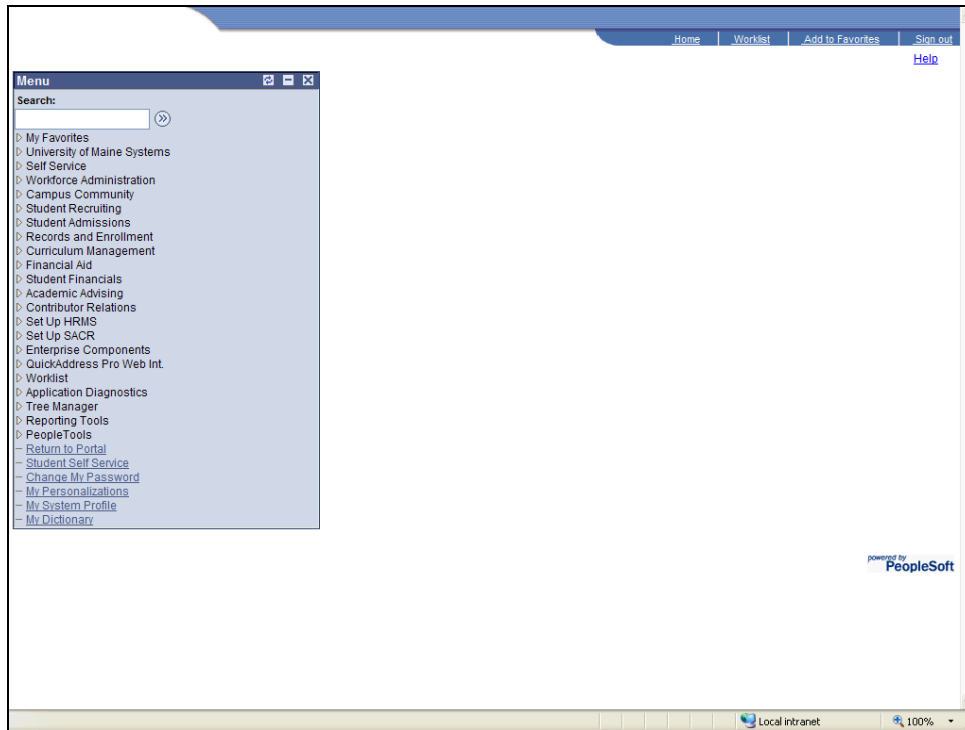


<b>Version</b>	<b>8.9</b>
<b>Date Modified</b>	<b>2/5/2008</b>
<b>Last Changed by</b>	<b>ASDS</b>
<b>Status</b>	<b>Final</b>

### Edit Address

### Procedure



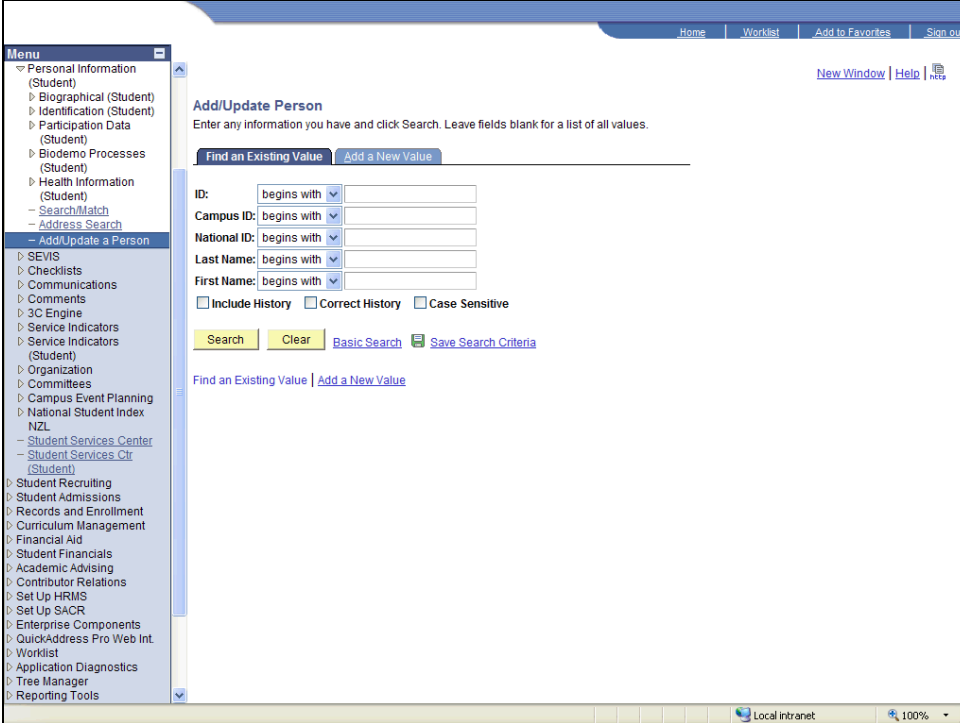
Step	Action
1.	Click the <b>Campus Community</b> link. <a href="#">▶ Campus Community</a>




Step	Action
2.	You will edit a student's address so click the <b>Personal Information (Student)</b> link.
3.	Click the <b>Add/Update a Person</b> link.

# Reference Guide

## Campus Community: Edit Address



Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | 

**Add/Update Person**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

ID:  begins with

Campus ID:  begins with

National ID:  begins with

Last Name:  begins with

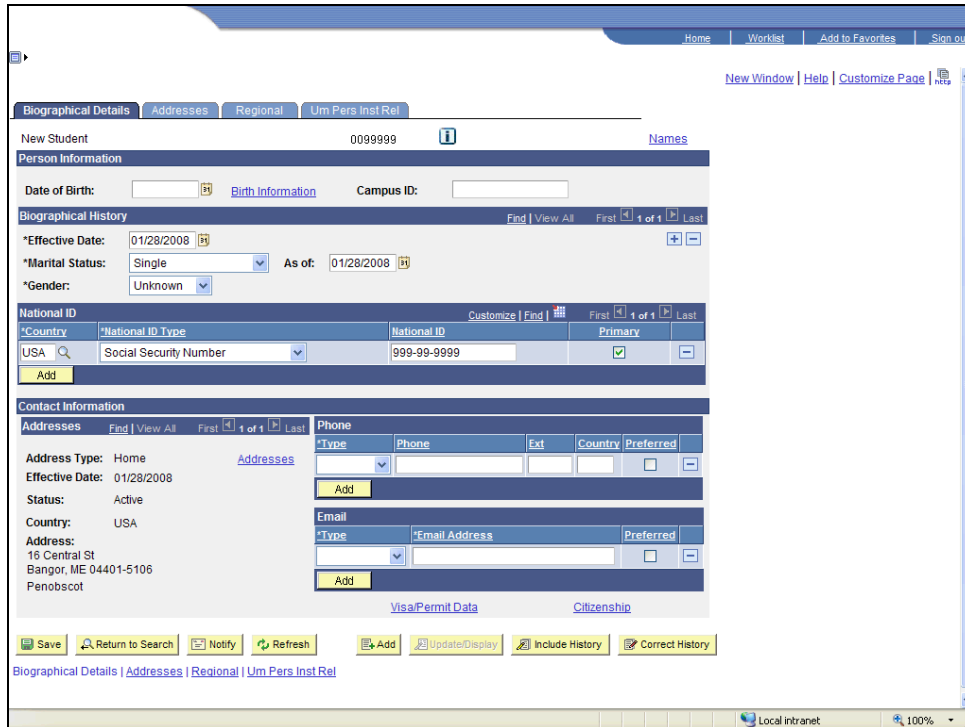
First Name:  begins with

Include History  Correct History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
4.	On the <b>Add/Update Person</b> page, if you know the student's MaineStreet ID, enter it in the <b>ID</b> field. Alternatively, you can enter the student's name.



Home | Worklist | Add to Favorites | Sign out  
 New Window | Help | Customize Page | RSS

Biographical Details | **Addresses** | Regional | Um Pers Inst Rel

New Student 0099999 [Names](#)

**Person Information**  
 Date of Birth:  [Birth Information](#) Campus ID:

**Biographical History** Find | View All First 1 of 1 Last  
 \*Effective Date: 01/28/2008 [Birth Information](#)  
 \*Marital Status: Single As of: 01/28/2008  
 \*Gender: Unknown

**National ID** Customize | Find | First 1 of 1 Last  

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	999-99-9999	<input checked="" type="checkbox"/>

[Add](#)

**Contact Information**  
**Addresses** Find | View All First 1 of 1 Last  
 Address Type: Home [Addresses](#)  
 Effective Date: 01/28/2008  
 Status: Active  
 Country: USA  
 Address: 16 Central St  
 Bangor, ME 04401-5106  
 Penobscot

**Phone**  

*Type	Phone	Ext	Country	Preferred
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[Add](#)

**Email**  

*Type	Email Address	Preferred
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[Add](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#) | [Um Pers Inst Rel](#)

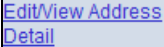
Local intranet 100%

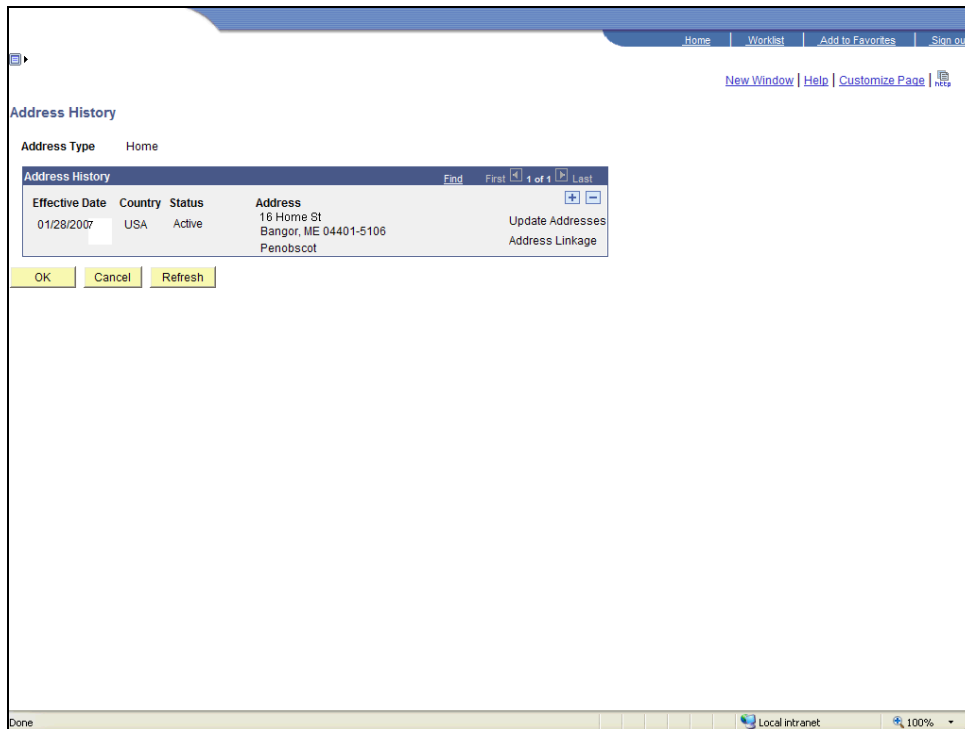
Step	Action
5.	On the <b>Biographical Details</b> page, click the <a href="#">Addresses</a> link.

# Reference Guide

## Campus Community: Edit Address



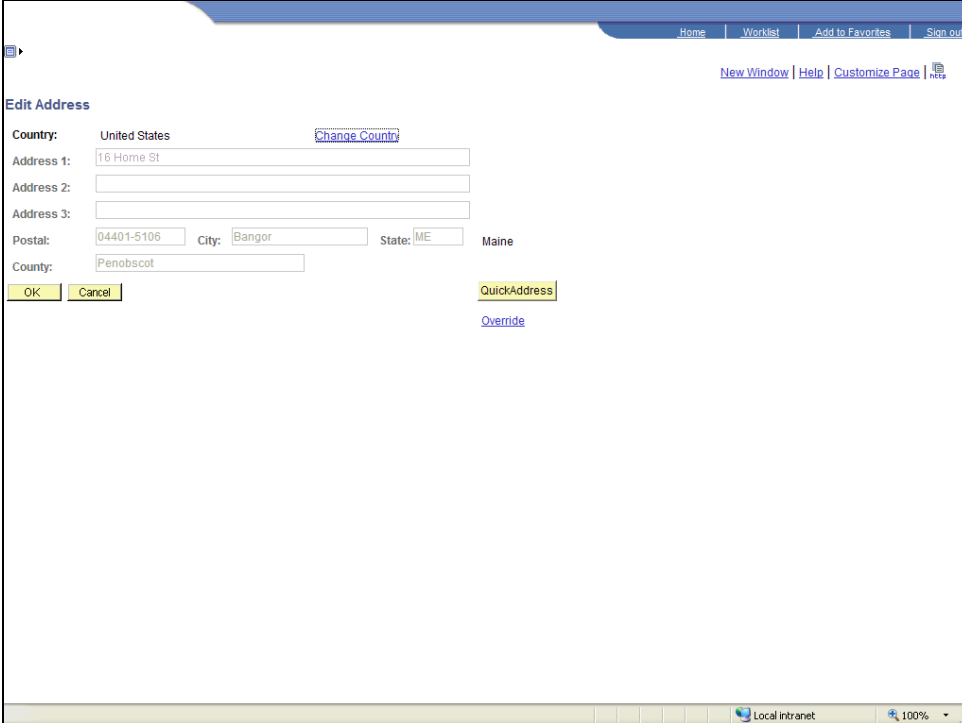
Step	Action
6.	In the <i>Current Addresses</i> section of the page, click on the <a href="#">Edit/View Address Detail</a> link. 




Step	Action
7.	<p>To edit an already entered Address Type, you must add an <i>effective-dated</i> row to the <b>Address History</b> section for that Address Type.</p> <p>Click the + sign to add a new row.</p> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 5px;">+</div>
8.	<p>The new effective-dated row appears at the top of the <b>Address History</b> section and the <a href="#">Update Addresses</a> link appears. Today's date appears by default in the <i>Effective Date</i> field. You can change the Effective Date to a future date if warranted.</p> <p>Click the <b>Update Addresses</b> link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Update Addresses</div>

# Reference Guide

## Campus Community: Edit Address



Home | Workset | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | 

### Edit Address

Country: United States [Change Country](#)

Address 1: 16 Home St

Address 2:

Address 3:

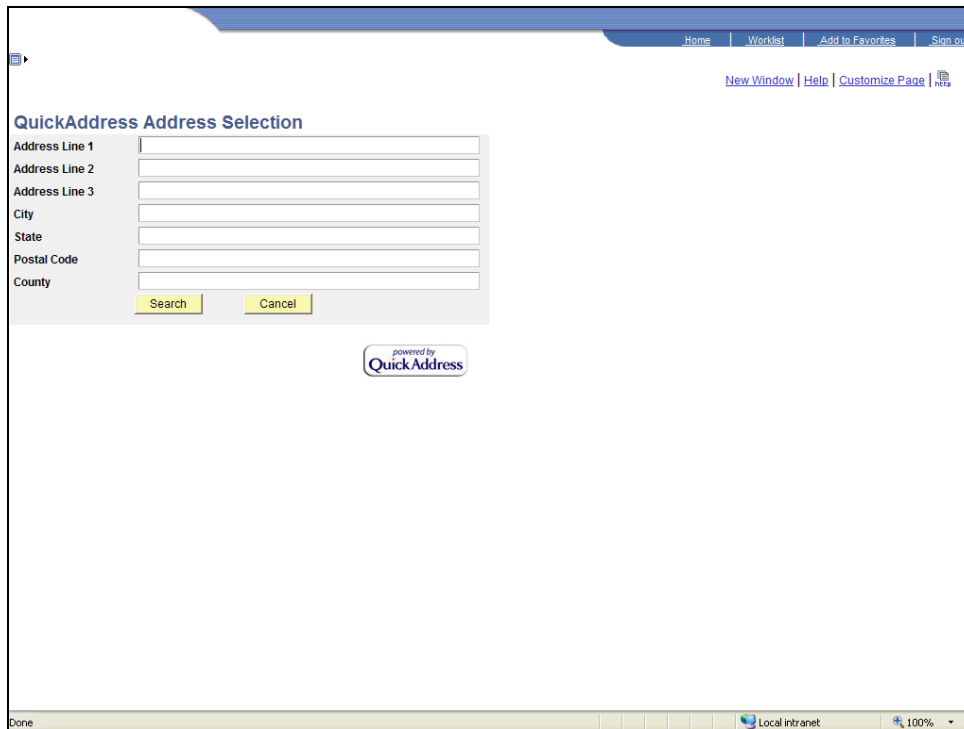
Postal: 04401-5106 City: Bangor State: ME Maine

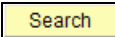
County: Penobscot

[Override](#)

Local intranet 100%

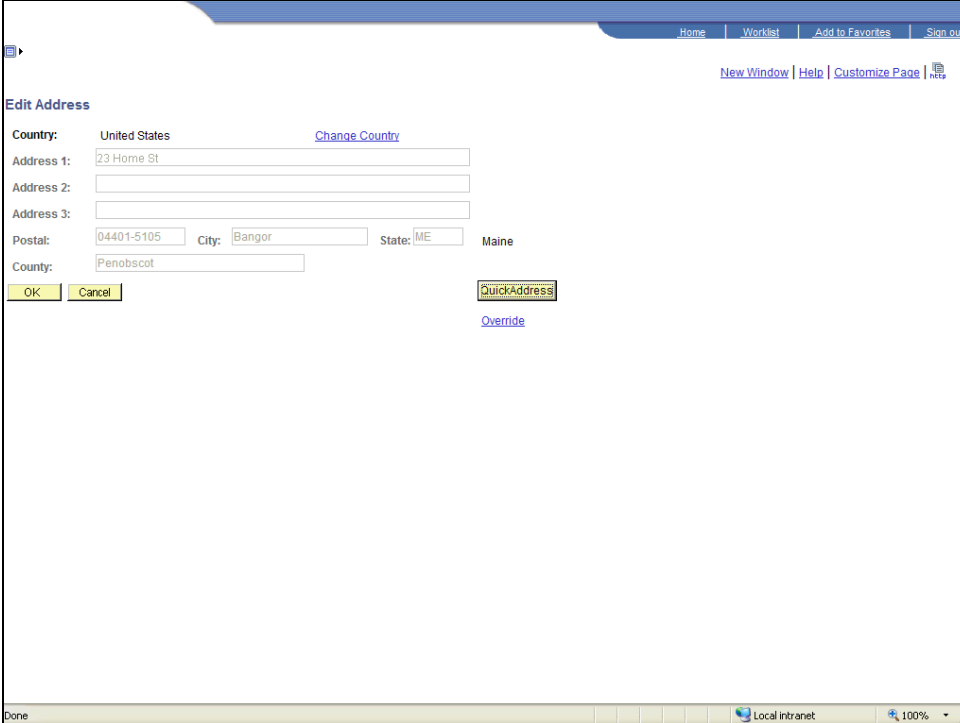
Step	Action
9.	Click the <b>QuickAddress</b> button to change the previously entered address. <input type="button" value="QuickAddress"/>



Step	Action
10.	On the <b>QuickAddress Address Selection</b> page, enter the appropriate address into the <b>Address Line 1</b> field.
11.	Enter the appropriate City into the <b>City</b> field.
12.	Enter the appropriate State into the <b>State</b> field.
13.	Enter the appropriate Zip Code into the <b>Postal Code</b> field.
14.	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. 

# Reference Guide


## Campus Community: Edit Address



The screenshot shows a web browser window with a blue header bar containing navigation links: Home, Workset, Add to Favorites, and Sign out. Below the header, there are links for New Window, Help, Customize Page, and a printer icon. The main content area is titled "Edit Address" and contains the following form elements:

- Country:** United States (with a [Change Country](#) link)
- Address 1:** 23 Home St
- Address 2:** (empty text box)
- Address 3:** (empty text box)
- Postal:** 04401-5105
- City:** Bangor
- State:** ME
- County:** Penobscot
- Buttons:** OK, Cancel, QuickAddress, and [Override](#)

The browser's status bar at the bottom shows "Done", "Local intranet", and "100%" zoom level.

Step	Action
15.	<p>If QAS was able to validate the address you entered, the address text will appear grayed-out. Also 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> 

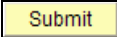



Step	Action
16.	Click the <b>OK</b> button. <div style="text-align: center;"> <input type="button" value="OK"/> </div>

# Reference Guide

## Campus Community: Edit Address



Step	Action
17.	Click the <b>Submit</b> button. 
18.	Click the <b>Save</b> button. 
19.	<b>End of Procedure.</b>