Campus Community
Address Verification – Entering DOC Addresses

Overview

Due to specifications in the Address Verification software, it has been determined that there is a certain way to enter Department of Corrections addresses so that the software does not update the address with undesirable data.

Steps

Entering Department of Corrections Addresses

For some users, clicking on the Student Information System (SIS) task in One.IU will take them directly to the Administrative Center. Alternatively, clicking the Administrative Center (SIS) task in One.IU will take you directly to the Administrative Center.

1. If you follow the menu structure, navigate to: Main Menu > Self Service > Administrative Center (View Data For Students) > General Info > Addresses > Click edit addresses.

2. Enter the student ID and click Search.

3. Enter Effective Date (if different than System Date).

4. Select the Address Type(s).

5. Click the Edit Address link.
6. In the **Address Line 1** field, enter ONLY the DOC/Inmate #. Do **NOT** include any other data on this line.

7. In the **Address Line 2** field, enter the Facility Name.

8. In **Address Line 3** field, enter the street address.

9. Enter **Postal** code as usual. Tab out of the **Postal** field. Address Verification will fill in **City**, **State** and **County**.

**NOTE:** Pressing the **ENTER** key will **NOT** trigger the on-line Address Verification. The **ENTER** key will save data as it has been entered. The user **must** hit the **TAB** key to exit a field in order to trigger on-line Address Verification.

Below is an example:

```
Edit Address

Country: United States
Address 1: DOC/Inmate #
Address 2: Facility Name
Address 3: Street Address
City: Indianapolis
State: IN
Postal: 46202
County: Marion

OK Cancel

Override Address Verification
```

**NOTE:** Entering any additional data on Address Line 1 will trigger the ‘#' to update to ‘Apt’. Therefore, it is imperative that **ONLY** the DOC/Inmate # be entered on this line.