Campus Community
Address Verification

Overview

Address Verification is used to check the validity of a physical mailing address. In SIS, Address Verification will offer suggestions for corrections to the address (if possible) and will also add missing information (such as City, State and County) to end up with a complete address containing a street address, city, state, Postal Code and County.

Steps

Address Verification in SIS

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 Address Button.

NOTE: In addition to the Administrative Center, Address Verification also works through the several different menu paths. Navigate to: Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses to enter an address for a student.

Address Verification works the same way on any Address page whether it is accessed via Applications, Prospects, etc.

2. Enter the student ID and click Search.
3. Enter **Effective Date** (if different than the System Date).
4. Select the **Address Type(s)**.
5. Click the **Edit Address** link.
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6. Enter data into the Address 1 field and the Postal field.

7. Tab out of the Postal field. Address Verification will fill in City, State, Zip +4 and County. It will also complete the street address according to Post Office standards and provide a warning if part of an address is missing.

**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.

8. Once the address is correctly completed, click **OK**.
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9. Click **Submit**.
10. Click **Apply**.
11. Click **OK** to return to the Administrative Center pages.

**NOTE:** Clicking the **Override Address Verification** check box will allow users to enter an address without the Address Verification automatically correcting/changing the address.

**NOTE:** Review the **Address Verification – Batch Process** job aid to see what types of address are touched by Address Verification and the types of updates the Address Verification will make.