Adding/Changing a Student’s Address in SIS

Overview

This process will show how to change a student’s address in SIS.

- The decision has been made to allow students to make the following updates through Self-Service:
  - Addresses:
    - Local (LOCL) and Billing (BILL) will allow students full editing capabilities, including delete.
    - Student (permanent) Home (ADHM), Mailing (Mail) and Employee home (HOME) will allow students to edit the information but not delete the address.
    - All other address types are display only.

Steps

Add an Address Type and Address

1. Navigate to Addresses using one of the following paths:
   - Campus Community > Personal Information (Student) > Add/Update a Person
   - Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses
   - Self Service > Administrative Center (View Data For Students) > General Info tab

2. Enter the appropriate ID for the student or Last Name and First Name.
   - If you enter through the Administrative Center, you will have already entered the ID in a previous step.

3. Click Search. If multiple results are returned, click the appropriate link.

4. The Biographical Details tab will be displayed.
   - If you entered through the Administrative Center or the Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses path, you will be taken directly to the Addresses page.

5. Click the Addresses tab or click the Addresses link in the Contact Information group box.
   - If you entered through the Administrative Center or the Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses path, you will be taken directly to the Addresses page.
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6. The current Addresses Types and Address(es) will be listed at the top of the page. Also note that the Active Address Types will be marked with an asterisk.

7. To add a new Address Type, click the checkbox next to that Address Type (for example, Local). If the same address needs to be entered for multiple Address Types, click all of the appropriate checkboxes.

8. Click the Edit Address link.

9. The Edit Address page will be displayed.
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10. Enter **Address 1**.
11. Enter **Address 2** and **Address 3** if appropriate.
12. Enter **City**.
13. Enter **State**.
14. Enter **Postal**.
15. Enter **County**.
16. Click **OK**. You will be returned to the Address page.
17. Click **Submit**. After clicking **Submit**, a green checkmark will be placed next to the **Address Type** you just added and the new **Address Type** and **Address** will be displayed at the top of the page.

18. Click **OK**. If you do not click **OK**, the new **Address Type** and **Address** will not be saved. You will receive the message, “You have unsaved data on this page.”
19. Repeat the steps above to add another **Address Type** and **Address**.

**Edit an Address**

1. Navigate to Addresses using one of the following paths:
   - **Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses**
   - **Self Service > Administrative Center (View Data For Students) > General Info tab**

2. Enter the appropriate **ID** for the student or **Last Name** and **First Name**.
3. Click **Search**. If multiple results are returned, click the appropriate link.
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4. The current **Addresses Types** and **Address(es)** will be listed at the top of the page. Also note that the **Active Address Types** will be marked with an asterisk.

5. Locate the **Address Type** and **Address** that you would like to change. Click the **Edit/View Address Detail** link next to that **Address**.

![Addresses Table]

6. The **Address History** page will be displayed.

![Address History]

7. Click the button to update the address for this **Address Type**. The address will be repeated at the top of the page with an **Effective Date** of today’s date.
8. Click the Update Addresses link. The Edit Addresses page will be displayed.

9. Update the appropriate fields.

10. Click OK. The Address History page will be updated with the new address.
11. Click **OK**. You will be returned to the *Addresses* page.

12. Click **OK**.

**NOTE:** For more information on entering addresses into SIS, see the *Standards for Entering Addresses into SIS* job aid.