

Address Verification in the Student Center

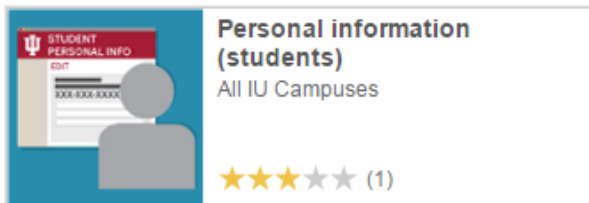
Overview

Address Verification is used to check the validity of a physical mailing address. In Student Self-Service, Address Verification will offer suggestions for corrections to the address (if possible). It will also add missing information (such as city, state and county) so that a complete address containing a street address, city, state, postal code and county is listed.

Steps

Add a new Address in the Student Center

1. Log into **one.iu.edu**.
2. In the **Search** box, type "*personal information*" or "*address.*"
3. Click the **Personal information (students)** icon.

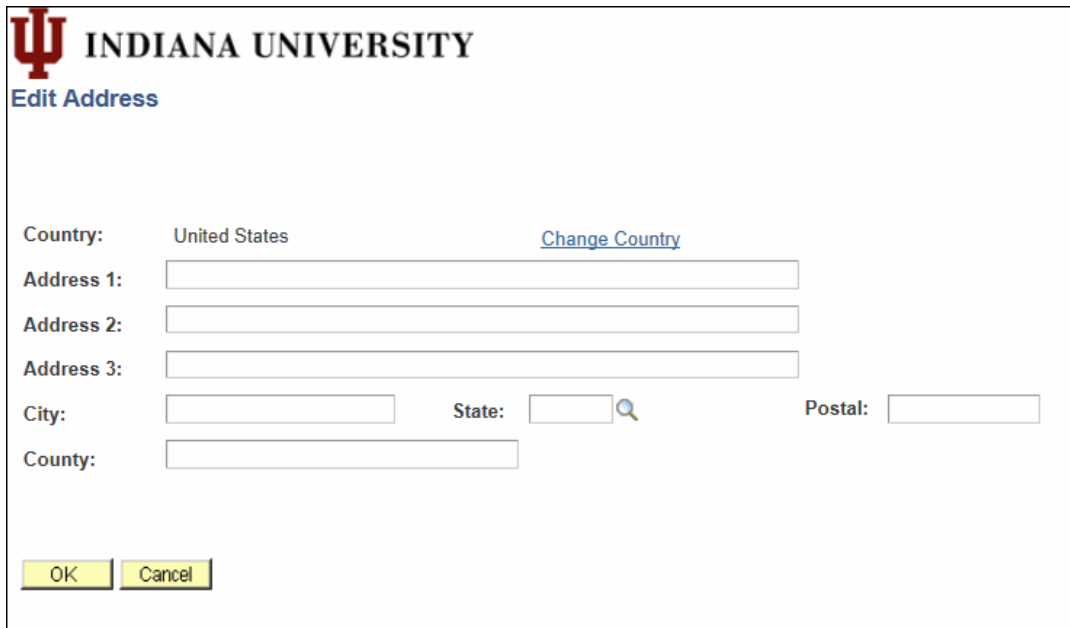


4. The *Demographic Information* page will display. Click on the *addresses* tab.

Personal Information		Security				
addresses	names	phone numbers	email addresses	demographic information	ethnicity	parent/guardian information
Addresses						
Important University information is sent throughout the semester by either IU e-mail or the US Postal Service.						
View, add, change or delete your address(es) used by Indiana University and IUPUI.						
Address Type	Address					
Home	5203 Bogey Dr Indianapolis, IN 46235-6057 Marion	edit				
Mail	1100 Waterway Blvd Indianapolis, IN 46202-2156 Marion	edit				
IU Office	1100 WW 52 SES IN Indianapolis,					
Stdnt Home	1100 Waterway Blvd Indianapolis, IN 46202-2156 Marion	edit				
ADD A NEW ADDRESS						
Personal Information Security						
Addresses	Names	Phone Numbers	Email Addresses	Demographic Information	Ethnicity	Parent/guardian Information
Student Center	▼	»»	Go to Top			

Address Verification in the Student Center

5. Click .



The screenshot shows the 'Edit Address' form for Indiana University. At the top left is the IU logo and the text 'INDIANA UNIVERSITY'. Below that is the title 'Edit Address'. The form contains the following fields and options:

- Country: United States (with a [Change Country](#) link)
- Address 1:
- Address 2:
- Address 3:
- City: State: (with a search icon) Postal:
- County:

At the bottom left are two buttons: and .

6. Enter the **Address 1**, and **Address 2**, and **Address 3** lines if applicable.
7. Enter **Postal** (zip code). When you tab out of the **Postal** field, the **City** and **State** fields will automatically populate.

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. Address Verification will appear if the street address, state, city, postal code or county is not valid. Address Verification will populate the following fields: **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 (such as the warning in the screen below).

Address Verification in the Student Center

Ψ INDIANA UNIVERSITY
Edit Address

Country: United States [Change Country](#)

Address 1: 5200 Bogey Dr

Address 2:

Address 3:

City: Indianapolis × State: IN Postal: 46235-6056

County: Marion

Address Warning:
Street Number Invalid

Suggestions:
5200-5298(Even) Bogey Dr
5201-5299(Odd)
5300-5398(Even)
5301-5337(Odd)
5339-5399(Odd)
5400-5498(Even)
5401-5499(Odd)

9. Once the address is correct, click .

Ψ INDIANA UNIVERSITY
Jane Doe
Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address

5201 Bogey Dr
Indianapolis, IN 46235-6057 [Edit Address](#)

Date new address will take effect: 02/06/2012 (example: 12/31/2000)

[Return to Current Addresses](#)

Housing Code:

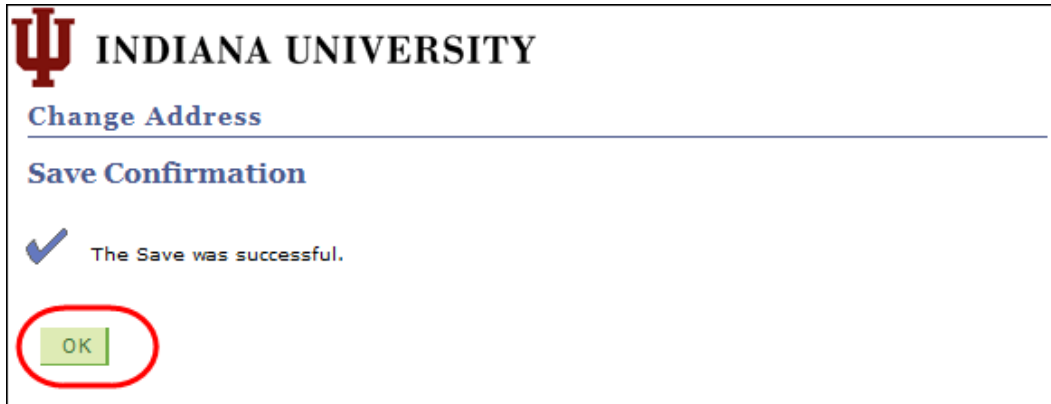
Address Types

- Home *
- Mail *
- IU Office *
- Billing
- Stdnt Home *
- Local

Address Verification in the Student Center

10. Select the **Address Type** you would like to add.

11. Click **SAVE**. A *Save Confirmation* page will display letting you know the save was successful.



12. Click **OK**.