

Adding/Changing a Student's Address in SIS

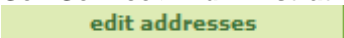
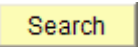
Overview

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 . 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.

Adding/Changing a Student's Address in SIS

Addresses

Ima Student 0000011111

Current Addresses Customize | Find | View All | First 1 of 1 Last

| Address Type | Address | Effective Date | Status | Edit/View Address Detail |
|------------------------------|---|----------------|--------|--|
| Student Home | 100 Figg Street New Albany, IN 47150 | 11/09/2007 | Active | Edit/View Address Detail |

Add Address **Add Address Types**

Effective Date: 11/30/2007 Status: Active

Country: USA United States

Address: [Edit Address](#) [Address Linkage](#)

Submit Reset

- Home
- Mailing
- Check
- Dormitory
- Legal
- Campus
- Other
- Billing
- Other 2
- Permanent
- Preferred
- Veteran
- * Student Home
- Diploma
- Foreign
- Local
- Non-IU Work
- Other
- Other 2
- Student Housing
- Emeriti Mailing

* Active address exists
[Explain](#)

OK Cancel Apply Refresh

- 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.
- 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.
- Click the [Edit Address](#) link.
- The *Edit Address* page will be displayed.

Adding/Changing a Student's Address in SIS

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:

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 . You will be returned to the *Address* page.
17. Click .

After clicking , 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.

| | |
|-------------------------------------|----------------------------------|
| <input type="checkbox"/> | Diploma |
| <input type="checkbox"/> | Foreign |
| <input checked="" type="checkbox"/> | * Local <input type="checkbox"/> |
| <input type="checkbox"/> | Non-IU Work |

Addresses

Ima Student 0000011111

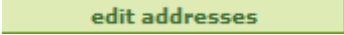
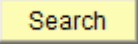
Current Addresses [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

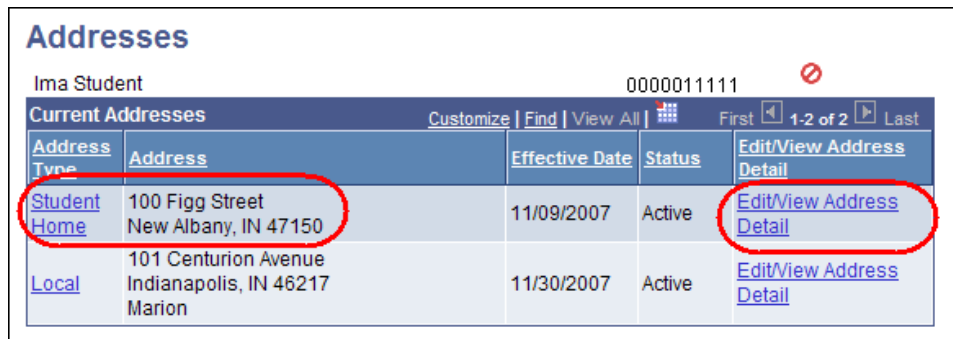
| Address Type | Address | Effective Date | Status | Edit/View Address Detail |
|------------------------------|--|----------------|--------|--|
| Student Home | 100 Figg Street New Albany, IN 47150 | 11/09/2007 | Active | Edit/View Address Detail |
| Local | 101 Centurion Avenue Indianapolis, IN 46217 Marion | 11/30/2007 | Active | Edit/View Address Detail |

18. Click . If you do not click , 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**.

Adding/Changing a Student's Address in SIS

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 . If multiple results are returned, click the appropriate link.
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**.



| Address Type | Address | Effective Date | Status | Edit/View Address Detail |
|--------------|--|----------------|--------|--|
| Student Home | 100 Figg Street New Albany, IN 47150 | 11/09/2007 | Active | Edit/View Address Detail |
| Local | 101 Centurion Avenue Indianapolis, IN 46217 Marion | 11/30/2007 | Active | Edit/View Address Detail |


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



| Effective Date | Country | Status | Address | |
|----------------|---------|--------|---|-------------------------------------|
| 11/09/2007 | USA | Active | 100 Figg Street New Albany, IN 47150 | + - |

Update Addresses
Address Linkage

OK Cancel Refresh

7. Click  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.

Adding/Changing a Student's Address in SIS

Address History

Address Type Student Home

| Effective Date | Country | Status | Address | |
|----------------|---------|--------|---|---|
| 11/30/2007 | USA | Active | 100 Figg Street New Albany, IN 47150 | Update Addresses Address Linkage |
| 11/09/2007 | USA | Active | 100 Figg Street New Albany, IN 47150 | Update Addresses Address Linkage |

OK Cancel Refresh

- Click the [Update Addresses](#) link. The *Edit Addresses* page will be displayed.

Edit Address

Country: United States [Change Country](#)

Address 1: 100 Figg Street

Address 2:

Address 3:

City: New Albany State: IN Indiana Postal: 47150

County:

OK Cancel

- Update the appropriate fields.
- Click **OK**. The *Address History* page will be updated with the new address.

Address History

Address Type Student Home

| Effective Date | Country | Status | Address | |
|----------------|---------|--------|--|---|
| 11/30/2007 | USA | Active | 101 Centurion Avenue Indianapolis, IN 46217 Marion | Update Addresses Address Linkage |
| 11/09/2007 | USA | Active | 100 Figg Street New Albany, IN 47150 | Update Addresses Address Linkage |

OK Cancel Refresh

- Click **OK**. You will be returned to the *Addresses* page.
- Click **Save**.

NOTE: For more information on entering addresses into SIS, see the [Standards for Entering Addresses into SIS](#) job aid.