Add/Update Addresses

Update an Existing Address Type

Path: Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses

1. On the **Find an Existing Value** page, enter criteria to search for the student.

2. At the top of the page, locate the address type you wish to update and click.

3. Click the +.

4. Change the **Effective Date** as necessary.

5. Enter the **Country** code. To select a Country code from the Lookup List, click the search box to the right of the field. On the Lookup Country page, click **Look Up**. A list of values for Country is displayed. Click **View All** for all Country codes to appear.

**Note**: The Country code must be entered first to view the appropriate fields for the Address.

6. Click **Update Addresses**.

7. Enter the address information.

**Note**: Address information should be entered using appropriate upper and lower case.

8. Click **OK**.

9. Click **OK**.

10. Click **Save**.
Add a New Address Type

| Path: | Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses |

1. On the **Find an Existing Value** page, enter criteria to search for the student.

2. Under **Add Address Types**, check the Address Type you would like to add.

3. Under **Add Address**, change the **Effective Date** as necessary.

4. Enter the **Country** code. To select a Country code from the Lookup List, click the arrow to the right of the field. On the Lookup Country page, click **Look Up**. A list of values for Country is displayed. Click **View All** for all Country codes to appear.  
**Note:** The Country code must be entered first to view the appropriate fields for the Address.

5. Click **Edit Address**.

6. Enter the address information.  
**Note:** Address information should be entered using appropriate upper and lower case.

7. Click **OK**

8. Click **Submit**

9. Click **Save**