


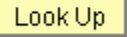


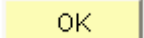
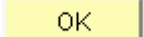
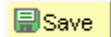



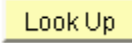


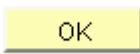
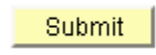
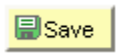
Add/Update Addresses

Update an Existing Address Type

Path:	Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses
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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  to the right of the field. On the Lookup Country page, click  . A list of values for Country is displayed. Click  for all Country codes to appear. Note: The Country code must be entered first to view the appropriate fields for the Address.
6.	Click  .
7.	Enter the address information. Note: Address information should be entered using appropriate upper and lower case.
8.	Click  .
9.	Click  .
10.	Click  .

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  to the right of the field. On the Lookup Country page, click  . A list of values for Country is displayed. Click  for all Country codes to appear. Note: The Country code must be entered first to view the appropriate fields for the Address.
5.	Click  .
6.	Enter the address information. Note: Address information should be entered using appropriate upper and lower case.
7.	Click  .
8.	Click  .
9.	Click  .