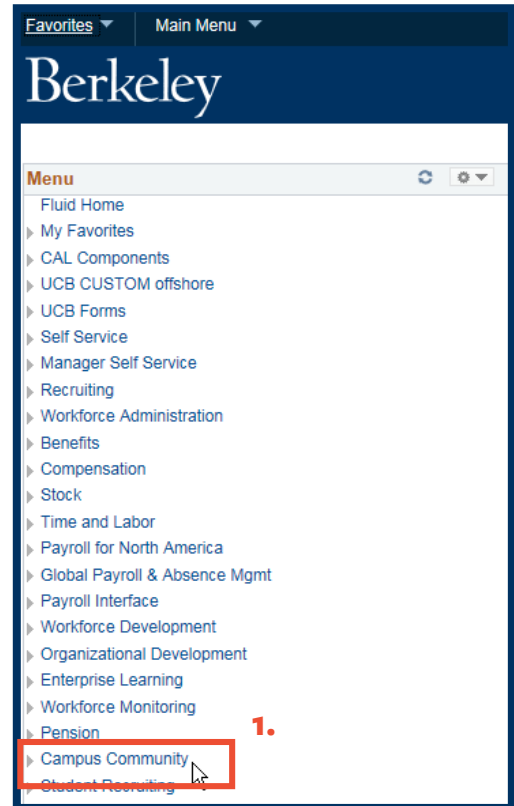


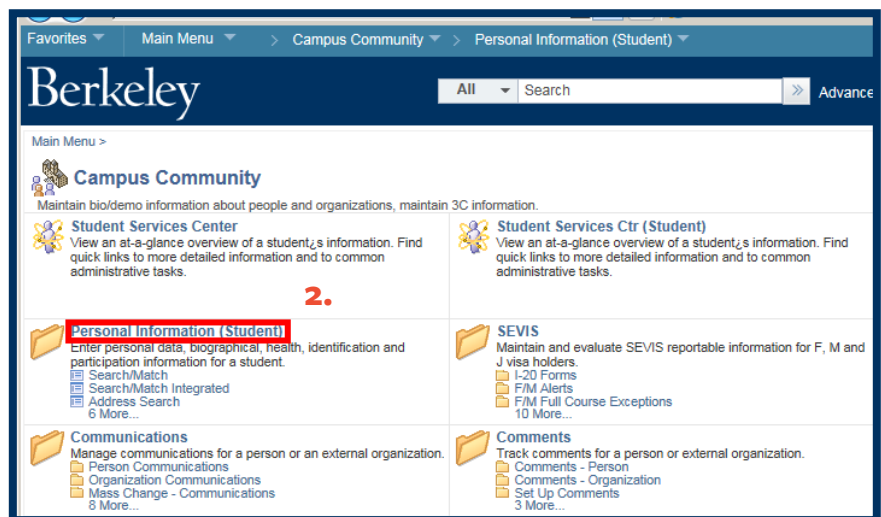
# Updating Address Information

Your menu options may vary, depending on your access.

1. After logging in to *Campus Solutions* using your CalNet ID and passphrase, click on the **Campus Community** link in the menu on the left.



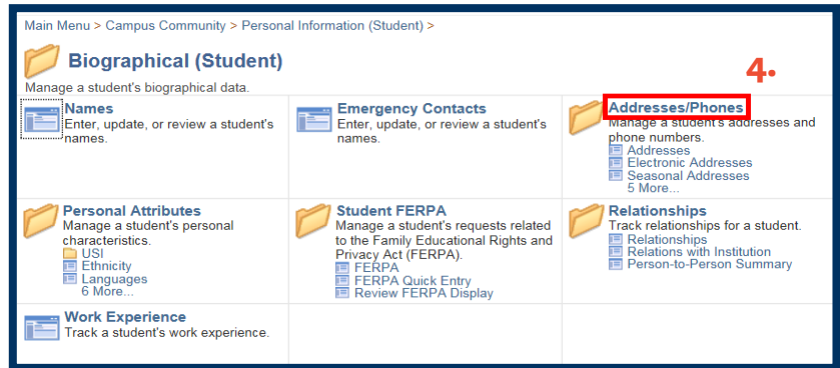
2. Click on **Personal Information (Student)** in either the drop down menu or on the page displaying your options.



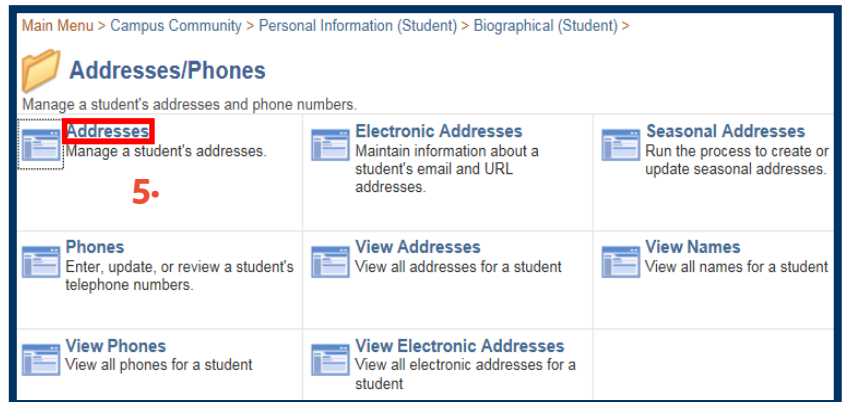
3. Click on **Biographical (Student)**.



4. Click the **Addresses/Phone** folder.



5. Select the value you would like to add or update. In this case, we would like to update a student's residential or mailing address, so click **Addresses**.



6. Look up the student you wish to update. It is best to use a unique identifier such as **Student Id Number** (labelled **Empl ID** in *Campus Solutions*). You can also use Social Security Number (labelled **National Id** in *Campus Solutions*). Many students have the same name, so a name search should be done with care, to ensure the correct student is being updated. In this example, we will use the **Student Id#** to identify the student.

7. Search results will display below the **Search** area. Depending on how broad your search is, you may see multiple results and need to determine which record to update. Click on the person you need to update.

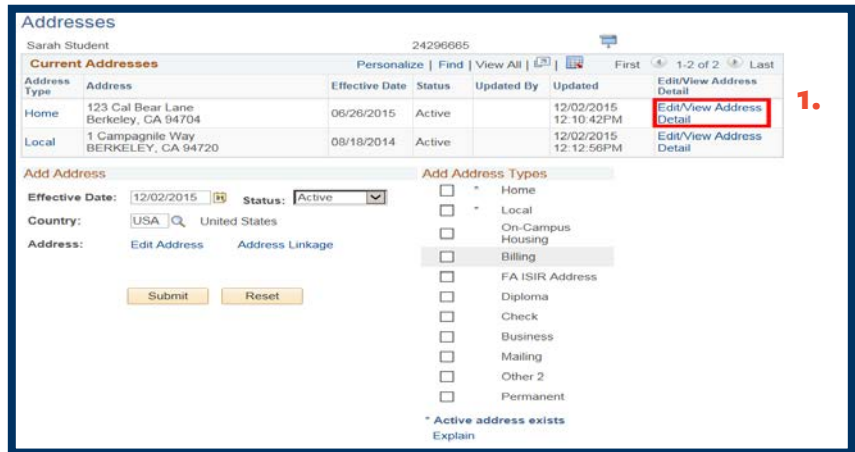
Empl ID	Academic Career	National ID	Country	NID	Short Description	National ID	Date of Birth	Gender	Name	Campus ID	Last Name	First Name
24296665	Undergrad	USA	SSN	*****	****/****	Female	Student, Sarah	(blank)	STUDENT SARAH			

8. Once you are on the **Addresses** page, you need to determine if you are updating (8a) an existing address or adding (8b) a new address type (e.g., **Mailing** or **Permanent**).

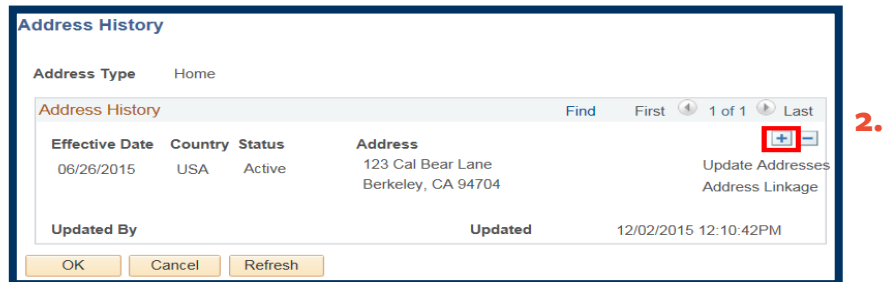
Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address
Home	123 Cal Bear Lane Berkeley, CA 94704	06/26/2015	Active		12/02/2015 12:10:42PM	Edit/View Address Detail
Local	1 Campagnile Way BERKELEY, CA 94720	08/18/2014	Active		12/02/2015 12:12:56PM	Edit/View Address Detail

## Updating an Address

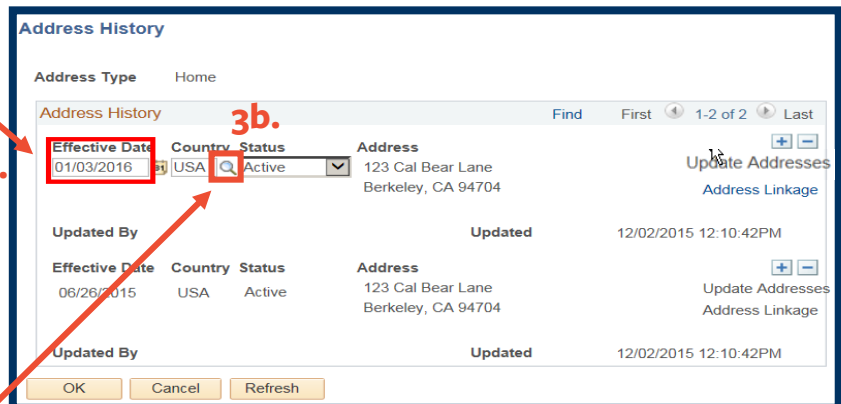
- To update an address, click the **Edit/View Address Detail** links to the right of the address that needs updating.



- The system displays a new window with the current address. Click the **plus sign (+)** in the top-right corner to add a new effective-dated row with the new address. The system keeps a historical records of addresses, which is why we are adding a new address, not overwriting previously entered information.

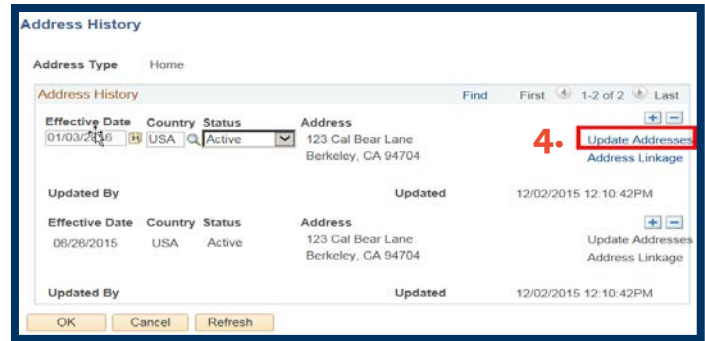


- Enter the appropriate date of the address update. You can click on the **calendar** icon (3a) if you need to check the date. Sometimes the date will be in the past (the student already moved); sometimes this might be a future-dated change that is not in effect yet.

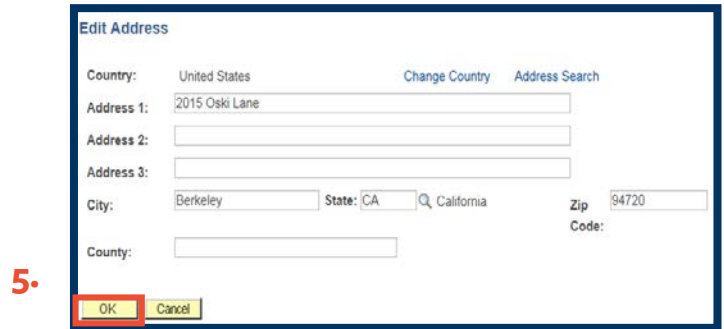


**NOTE:** If the address is outside the United States, use the Lookup button (magnifying glass icon, 3b) to select the appropriate country.

- Click the **Update Address** link to the right of the address.



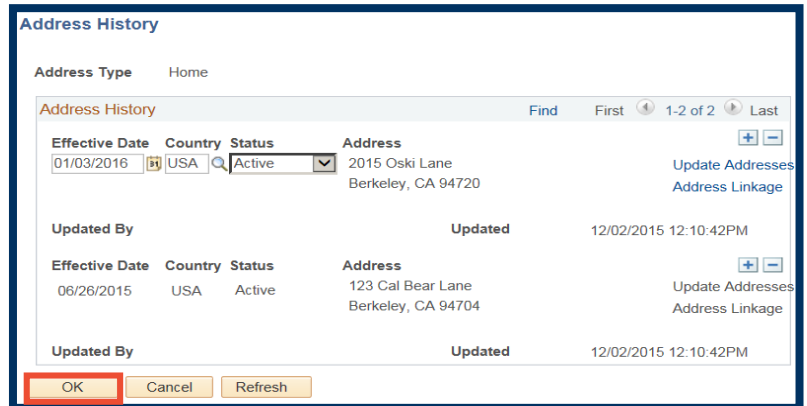
- On the **Edit Address** sub-page, enter the new address. Then click **OK**.



- Back on the **Address History** page, click the **OK** button again.

**NOTE:** You still have NOT saved the change! Do not exit, your changes have not saved.

6.



- Click the **SAVE** button in the bottom-left corner of the Addresses window.

The screenshot shows the 'Addresses' window for Sarah Student (ID: 24296665). It features a table of 'Current Addresses' and a form to 'Add Address'. The 'Save' button at the bottom left is highlighted with a red box.

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home	123 Cal Bear Lane Berkeley, CA 94704	09/29/2015	Active		12/02/2015 12:10:42PM	Edit/View Address Detail
Local	1 Campagnile Way BERKELEY, CA 94720	09/18/2014	Active		12/02/2015 12:12:56PM	Edit/View Address Detail

**Add Address**

Effective Date: 12/02/2015 Status: Active

Country: USA United States

Address: Edit Address Address Linkage

Submit Reset

**Add Address Types**

- Home
- Local
- On-Campus Housing
- Billing
- FA ISIR Address
- Diploma
- Check
- Business
- Mailing
- Other 2
- Permanent

\* Active address exists Explain

Save Return to Search Notify Refresh Update/Display Include History Correct

7.

You have successfully saved an updated address

## Adding a New Address Type

Within the **Addresses** window—*Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Address/Phone > Addresses > (search for student)*—under the **Add Addresses** section . . .

1. Enter the **Effective Date** of this new **Address Type**.

The screenshot shows the 'Addresses' window for Sarah Student (ID: 24296665). It displays a table of current addresses and an 'Add Address' form. The 'Add Address' form has the following fields: 'Effective Date' (1/01/2016), 'Status' (Active), 'Country' (USA), and 'Address'. A red box highlights the 'Effective Date' field, and a red '1.' is placed next to it. The 'Add Address Types' section on the right has several checkboxes, with 'Home' and 'Local' selected. The 'Country' field is set to 'USA'.

2. Ensure the **Country** is correct.

The screenshot shows the 'Addresses' window for Sarah Student (ID: 24296665). It displays a table of current addresses and an 'Add Address' form. The 'Add Address' form has the following fields: 'Effective Date' (1/01/2016), 'Status' (Active), 'Country' (USA), and 'Address'. A red box highlights the 'Country' field, and a red '2.' is placed next to it. The 'Effective Date' field is also highlighted with a red box. The 'Add Address Types' section on the right has several checkboxes, with 'Home' and 'Local' selected. The 'Country' field is set to 'USA'.

3. Select the appropriate **Address Type** (e.g. **Diploma**).

The screenshot shows the 'Addresses' page for Sarah Student (24296665). It features a table of 'Current Addresses' and an 'Add Address' form. The 'Add Address Types' section includes checkboxes for Home, Local, On-Campus Housing, Billing, FA ISIR Address, **Diploma** (checked), Check, Business, Mailing, Other 2, and Permanent. A red box highlights the 'Diploma' checkbox, with a red '3' next to it.

4. Click on the blue **Edit Address** link (just below the **Country**).

This screenshot is identical to the previous one, but the 'Edit Address' link in the 'Add Address' form is highlighted with a red box, and a red '4' is placed next to it.

5. On the **Edit Address** sub-page, enter the new address. Then click the yellow **OK** button at the bottom of the page.

**NOTE:** Clicking **OK**, does NOT save the new address; it merely returns you to the previous page.

The screenshot shows the 'Edit Address' sub-page. It contains fields for Country (United States), Address 1 (1 Rockefeller Plaza), Address 2, Address 3, City (New York), State (NY), Zip (10001), and County. The 'OK' button at the bottom is highlighted with a red box, and a red '5' is placed next to it.



6. On the **Address** page, click on the yellow **Submit** button.

The screenshot shows the 'Addresses' page for Sarah Student (ID: 24296665). It features a table of 'Current Addresses' with two entries: 'Home' and 'Local'. Below the table is a form to 'Add Address' with fields for 'Effective Date', 'Status', 'Country', and 'Address'. A 'Submit' button is highlighted with a red box and the number 6. To the right, there is a list of 'Add Address Types' with checkboxes, including 'Home', 'Local', 'On-Campus Housing', 'Billing', 'FA ISIR Address', 'Diploma', 'Check', 'Business', 'Mailing', 'Other 2', and 'Permanent'.

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home	123 Cal Bear Lane Berkeley, CA 94704	06/26/2015	Active		12/02/2015 12:10:42PM	Edit/View Address Detail
Local	1 Campagnile Way BERKELEY, CA 94720	08/18/2014	Active		12/02/2015 12:12:56PM	Edit/View Address Detail

7. The page will only show two addresses at a time, but the upper corner now shows 1–2 of 3 addresses. You can click the **View All** link or click on the arrows to see all the addresses.

The screenshot shows the 'Addresses' page after clicking 'View All'. The table now displays two addresses, but the pagination controls at the top right show '1-2 of 3' addresses, indicating that a third address is present but not visible. The 'View All' link is highlighted with a red box and the number 7. The 'Add Address' form and 'Add Address Types' list are also visible.

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home	123 Cal Bear Lane Berkeley, CA 94704	06/26/2015	Active		12/02/2015 12:10:42PM	Edit/View Address Detail
Local	1 Campagnile Way BERKELEY, CA 94720	08/18/2014	Active		12/02/2015 12:12:56PM	Edit/View Address Detail

- When you are ready, click the **SAVE** button at the bottom of the page to save your changes.

The screenshot shows the 'Addresses' page for Sarah Student (ID: 24296665). It features a table of 'Current Addresses' and a form to 'Add Address'.

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home	123 Cal Bear Lane Berkeley, CA 94704	06/26/2015	Active		12/02/2015 12:10:42PM	Edit/View Address Detail
Local	1 Campagnile Way BERKELEY, CA 94720	08/18/2014	Active		12/02/2015 12:12:56PM	Edit/View Address Detail

**Add Address** form details:

- Effective Date: 01/01/2016 Status: Active
- Country: USA United States
- Address: 1 Rockefeller Plaza, New York, NY 10001
- Buttons: Submit, Reset

**Add Address Types** (checkboxes):

- Home
- Local
- On-Campus Housing
- Billing
- FA ISIR Address
- Diploma
- Check
- Business
- Mailing
- Other 2
- Permanent

\* Active address exists Explain

Navigation buttons at the bottom: Save (highlighted), Return to Search, Notify, Refresh, Update/Display, Include History, Correct History.

8.

You have successfully added a new address.