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.

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).
Updating an Address

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

2. 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.

3. 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.

   ![Address History](image)

   **NOTE:** If the address is outside the United States, use the Lookup button (magnifying glass icon, 3b) to select the appropriate country.
4. Click the **Update Address** link to the right of the address.

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

6. 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.
7. Click the **SAVE** button in the bottom-left corner of the Addresses window.

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**.

2. Ensure the **Country** is correct.
3. Select the appropriate Address Type (e.g. Diploma).

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

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

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

You have successfully added a new address.