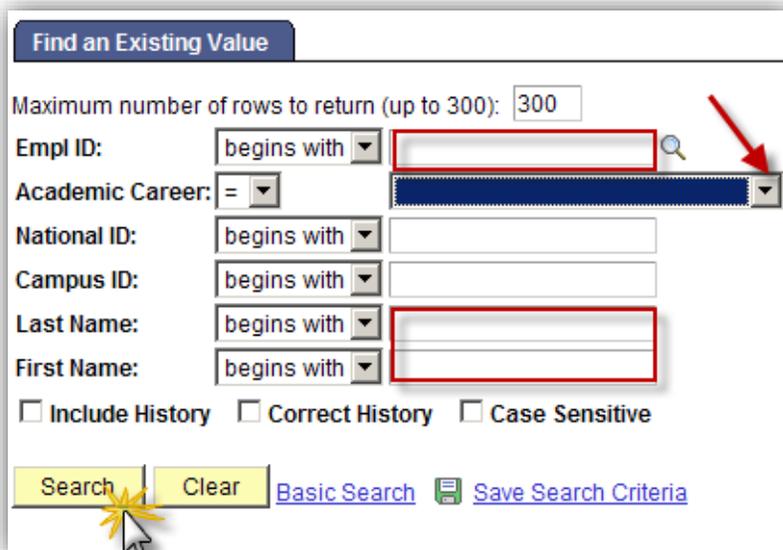


The Address page allows you to add an address to the student's record or update an existing address.

Note: The student has the ability to update and maintain their contact information in their Student Centre.

1. Click the **Campus Community** link.
[Campus Community](#)
2. Be certain to select Personal Information (Student) from this page to ensure you are working with Student Information. Click the **Personal Information (Student)** link.
[Personal Information \(Student\)](#)
3. Click the **Biographical (Student)** link.
[Biographical \(Student\)](#)
4. Click the **Addresses/Phones** link.
[Addresses/Phones](#)
5. Click the **Addresses** link.
[Addresses](#)
6. You may enter any applicable search criteria (eg. Empl ID, Academic Career, Last Name and/or First Name) to begin the Search. Clicking on the drop down allows selection of Graduate Programs, Medicine Programs or Undergraduate Programs. Click the **Search** button.



Find an Existing Value

Maximum number of rows to return (up to 300): 300

Empl ID: begins with [] []

Academic Career: = [] []

National ID: begins with []

Campus ID: begins with []

Last Name: begins with []

First Name: begins with []

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

7. There may be several current addresses for one student (e.g. Home (Mailing) and Permanent Home). Click the **Edit Address** link in the middle of the page.
[Edit Address](#)

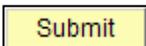
8. Enter any applicable information necessary. Click the **OK** button.



9. Select the appropriate Address Type. Be certain the active address type is not already in use. Click the **appropriate address type** option.

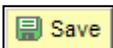


10. Click the **Submit** button.



11. A green check mark indicates the successful creation of an address type. A red X mark next to an address type indicates an unsuccessful address creation of that type. Unsuccessful creation of an address type can be caused by trying to create an address type with duplicate effective dates or address types with effective dates that are earlier than the most current effective date already entered for that address type.

Click the **Save** button.



For the corresponding online learning, consult the Student and Enrolment Services website.

End of Procedure.