

Add, Inactivate and Update Addresses

You can view a list of all addresses in your system for an individual, which includes all address types that have been entered for the individual. It also includes the individual's current addresses, any previous addresses that are now inactive, and any addresses that are set to become active in the future.

Navigation: Campus Community > Personal Information > Biographical > Addresses/Phones > Addresses

Add an Address

1. Enter student id in the id field and click **Search**. Active addresses are indicated with an asterisk in the address type field.

Addresses

Ray Zorback

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Campus	123 Main Fayetteville, AR 72701 Washington	03/27/2017	Active		03/27/2017 1:13:36PM	Edit/View Address Detail

Add Address

Effective Date: Status:

Country: United States

Address: [Edit Address](#) [Address Linkage](#)

Add Address Types

- Home
- Mailing
- Business
- Check
- Dormitory
- Legal
- * Campus
- Other
- Billing
- Other 2
- Permanent
- Preferred
- Veteran
- Check Old
- Diploma
- Residence Hall
- Immigration
- International Permanent
- BillingCo
- Local

* Active address exists
[Explain](#)

2. Click the **Edit Address** link in the Add Address section.

Add Address

Effective Date 08/28/2019 Status Active

Country USA United States

[Address](#) [Edit Address](#) [Address Linkage](#)

3. The current date will default into the Effective Date field and the status will default to Active.
4. Enter address information in the appropriate fields.

Edit Address

Country United States [Change Country](#)

Address 1 555 Sports Ave

Address 2 Apt 15

Address 3

City Fayetteville State AR

Postal 72701

County Washington

NOTE: An Address Verification box will appear if the address is not recognized. You can override the verification by selecting the Override Address Verification box. Verify you have entered the address correctly before selecting the override box.

Override Address Verification

Address Warning:
Address out of Range

Suggestions:
900-999 S Sports Fan Dr
936
941
970
975
1000-1099
1035
1072

5. Click **OK**.

6. The address is displayed in the Add Address section. **Check** the box for the appropriate address type. *Most departments should only use **Local** and **Permanent** address types.*

Add Address

Effective Date:

Status:

Country: United States

Address: [Edit Address](#) [Address Linkage](#)

555 Sports Ave
Apt 15
Fayetteville, AR 72701
Washington

Add Address Types

<input type="checkbox"/>	Home
<input type="checkbox"/>	Mailing
<input type="checkbox"/>	Business
<input type="checkbox"/>	Check
<input type="checkbox"/>	Dormitory
<input type="checkbox"/>	Legal
<input type="checkbox"/>	* Campus
<input type="checkbox"/>	Other
<input type="checkbox"/>	Billing
<input type="checkbox"/>	Other 2
<input type="checkbox"/>	Permanent
<input type="checkbox"/>	Preferred
<input type="checkbox"/>	Veteran
<input type="checkbox"/>	Check Old
<input type="checkbox"/>	Diploma
<input type="checkbox"/>	Residence Hall
<input type="checkbox"/>	Immigration
<input type="checkbox"/>	International Permanent
<input type="checkbox"/>	BillingCo
<input checked="" type="checkbox"/>	Local

7. Verify information is correct and click **Submit**.

The system now displays the new address in the Current Addresses section.

Addresses

Ray Zorback

Current Addresses Personalize | Find | View All | | First 1-2 of 2 Last

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Campus	123 Main Fayetteville, AR 72701 Washington	03/27/2017	Active		03/27/2017 1:13:36PM	Edit/View Address Detail
Local	555 Sports Ave Apt 15 Fayetteville, AR 72701 Washington	08/28/2019	Active			Edit/View Address Detail

Inactive an Address

1. Click on the **Edit/View Address Detail** link for the address to be inactivated.

Addresses

Ray Zorback

Current Addresses Personalize | Find | View All | First 1-2 of 2 Last

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Campus	123 Main Fayetteville, AR 72701 Washington	03/27/2017	Active		03/27/2017 1:13:36PM	Edit/View Address Detail
Local	555 Sports Ave Apt 15 Fayetteville, AR 72701 Washington	08/28/2019	Active			Edit/View Address Detail

2. Click the + sign to add a new row.

Address History

Address Type Local

Address History Find First 1 of 1 Last

Effective Date	Country	Status	Address	
08/28/2019	USA	Active	555 Sports Ave Apt 15 Fayetteville, AR 72701 Washington	Update Addresses Address Linkage

Updated By Updated

OK Cancel Refresh

3. Click the drop-down arrow and select **Inactive**.

Address History

Address Type Local

Address History Find First 1-2 of 2 Last

Effective Date	Country	Status	Address	
08/28/2019	USA	Active	555 Sports Ave Apt 15 Fayetteville, AR 72701 Washington	Update Addresses Address Linkage
08/28/2019	USA	Active	555 Sports Ave Apt 15 Fayetteville, AR 72701 Washington	Update Addresses Address Linkage

Updated By Updated

OK Cancel Refresh

4. Click **OK**.

Update an Address

1. Click the **Edit/View Address Detail** link for the address to be updated.

Addresses

Ray Zorback

Current Addresses Personalize | Find | View All | First 1-2 of 2 Last

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Campus	123 Main Fayetteville, AR 72701 Washington	03/27/2017	Active		03/27/2017 1:13:36PM	Edit/View Address Detail
Local	555 Sports Ave Apt 15 Fayetteville, AR 72701 Washington	08/28/2019	Active			Edit/View Address Detail

2. Change the **Effective Date** and click the **Update Address** link.

Address History

Address Type Campus

Address History Find First 1-2 of 2 Last

Effective Date 08/28/2019	Country USA	Status Active	Address 123 Main Fayetteville, AR 72701 Washington	Update Addresses Address Linkage
Updated By		Updated 03/27/2017 1:13:36PM		
Effective Date 08/01/2008	Country USA	Status Active	Address 123 Main	Update Addresses Address Linkage
Updated By		Updated 11/17/2008 9:27:09AM		

OK Cancel Refresh

3. Enter new address information to the appropriate fields.

Edit Address

Country United States [Change Country](#)

Address 1 555 Sports Ave

Address 2 Apt 15

Address 3

City Fayetteville **State** AR

Postal 72701

County Washington

OK Cancel

4. Click **OK**.

5. Click **Save**.

Addresses

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Add Address

Effective Date: 08/28/2019 Status: Active

Country: USA United States

Address: [Edit Address](#) [Address Linkage](#)

Add Address Types

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