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.

-	ck			0		
	Addresses		Pe	ersonalize	Find View All 💷 🔢	First 🕚 1 of 1 🕑 Las
ddress ype	Address	Effective Date	Status	Update	ed 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 Detai
dd Addr	ess			Add Ad	Idress Types	
					Home	
		Active	•		Mailing	
	Country USA Q United States				Business	
	Address Edit Address A	ddress Linkage			Check	
					Dormitory	
	Submit	et			Legal	
				. *	Campus	
					Other	
					Billing	
					Other 2	
					Permanent	
					Preferred	
					Veteran	
					Check Old	
					Diploma	
					Residence Hall	
					Immigration	
					International Permanent	
					BillingCo	
					Local	
				* Active Explain	address exists	

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

Add Address	
Effective Date 08/28/2019 🛐 Status Active 🔻]
Country USA Q United States	
Address Edit Address Address Linkage	
Submit Reset	

- 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	
ОК	Cancel	

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.

Address Warning: Address out of Range Suggestions: 900-999 S Sports Fan Dr 936 941
900-999 S Sports Fan Dr 936
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	Add Ad	dress Types
		Home
Effective Date 08/28/2019 🛐 Status Active 🔻		Mailing
Country USA Q United States		Business
Address Edit Address Address Linkage		Check
555 Sports Ave Apt 15		Dormitory
Fayetteville, AR 72701 Washington		Legal
		* Campus
Submit Reset		Other
		Billing
		Other 2
		Permanent
		Preferred
		Veteran
		Check Old
		Diploma
		Residence Hall
		Immigration
		International Permanent
		BillingCo
		Local

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

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

Ray Zorba	ick	11000	e			
Current	Addresses		Perso	nalize Find Vi	ew All 🖾 🔣	First 🕚 1-2 of 2 🕑 L
Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Deta
Campus	123 Main Fayetteville, AR 72701 Washington	03/27/2017	Active		03/27/2017 1:13:36PM	Edit/View Address De
Local	555 Sports Ave Apt 15 Fayetteville, AR 72701 Washington	08/28/2019	Active			Edit/View Address De



Inactive an Address

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

Ray Zorba	ack		e)			
Current	Addresses		Perso	nalize Find Vi	ew All 🛛 🗐 🔣	Fi	irst 🕚 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	Station and	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	Update Addresses
				Apt 15 Fayetteville, AR 72701	Address Linkage
				Washington	
Updated By			Updated		

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

Address Type	Local					
ddress History					Find First 🕚 1-2 o	f 2 🕑 La
Effective Date	Country	Status		Address		+
08/28/2019	USA 🔍	Active Active Inactive	Y	555 Sports Ave Apt 15 Fayetteville, AR 72701 Washington	Update Addresses Address Linkage	
Updated By			Updated	Tubhington		
Effective Date	Country	Status		Address		+
08/28/2019	USA	Active		555 Sports Ave Apt 15	Update Addresses	
				Fayetteville, AR 72701 Washington	Address Linkage	
Updated By			Updated			

4. Click OK.

Add/Update Address

UAConnect Knowledge Center

Update an Address

Address History

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

Ray Zorba	ack	11000		2		
Current	Addresses		Perso	onalize Find Vi	ew 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	Construction Networks	03/27/2017 1:13:36PM	Edit/View Address Detai
Local	555 Sports Ave Apt 15 Fayetteville, AR 72701 Washington	08/28/2019	Active			Edit/View Address Detai

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

Address Type	Campus				
Address History					Find First 🕚 1-2 of 2 🕑 Last
Effective Date	USA Q	Status Active	¥	Address 123 Main Fayetteville, AR 72701 Washington	+ - Update Addresses Address Linkage
Updated By	and and the storage		Updated 03/27/2017 1:13	:36PM	
Effective Date	Country USA Q	Status Active	٣	Address 123 Main	Update Addresses Address Linkage
Updated By	and the Tribus		Updated 11/17/2008 9:27	:09AM	
OK Cancel	Refresh				

3. Enter new address information to the appropriate fields.

Country United States	Change Country
Address 1 555 Sports Ave	
Address 2 Apt 15	
Address 3	
City Fayetteville	State AR
Postal 72701	
County Washington	

4. Click OK.

5. Click Save.

urrent	Addresses		Pe	rsonalize	Find	iew All 💷 🔣	First 🕚 1 of 1 🕑 Last
ddress /pe	Address	Effective Date	Status	Updat	ted By	Updated	Edit/View Address Detail
ampus	555 Sports Ave Apt 15 Fayetteville, AR 72701 Washington	08/28/2019	Active	03/27/2017 1:13:36PM			Edit/View Address Detail
Add Address				Add Address Types			
					Home		
		Active	•		Mailir	ıg	
	Country USA Q United States				Busin	less	
	Address Edit Address Addres			Chec	k		
					Dorm	itory	
	Submit				Legal		
					* Camp	ous	
					Other	-	
					Billing)	
					Other	2	
					Perm	anent	
					Prefe	rred	
					Veter	an	
					Chec	k Old	
					Diplo	ma	
					Resid	lence Hall	
					Immig	gration	
						ational anent	
					Billing	gCo	
					Local		
				* Active address exists Explain			