

## Adding or Editing Addresses

1. Log in to your UAConnect **Student Homepage**.
2. Click the **Profile** tile.
3. Click **Addresses** from the left-hand navigation.



4. Click the Add Address button if no address has been defined. Click the  button to update an address. *Please note that **Local and Mailing** addresses are the only address types available for students to add/update.*



5. Click the calendar to select a new **From** field if needed.
6. To copy an existing address click the **Copy From** link. Click the correct address to be copied.

The screenshot shows the 'Add Address' form with the following fields: Type (Local), \*From (10/09/2019), \*Country (United States), \*Address 1, Address 2, Address 3, City, State, Postal, and County. A calendar icon is highlighted next to the \*From field, and the 'Copy From' link is highlighted in red. There is also a 'Clear' link and an 'Override Address Verification' checkbox at the bottom.

The screenshot shows the 'Select Address' dialog box with a list of addresses. The first address is highlighted with a red box: 114 Silas Hunt Hall, Fayetteville, AR 72701, Washington. Other addresses in the list include Fayetteville, AR 72701, and Washington.

The screenshot shows the 'Add Address' form with the following fields: Type (Local), \*From (10/09/2019), \*Country (United States), \*Address 1 (114 Silas Hunt Hall), Address 2, Address 3, City (Fayetteville), State (Arkansas), Postal (72701), and County (Washington). The 'Save' button is highlighted in red. There is also a 'Clear' link and an 'Override Address Verification' checkbox at the bottom.

7. Click **Save**.

- To add a new address enter all required fields on the page. **State** must be entered by clicking the magnifying glass and selecting from the drop-down menu.

**Add Address**

Type: Local

\*From: 10/10/2019 Copy From

\*Country: United States

\*Address 1: 1365 W Cleveland St

Address 2:

Address 3:

City: Fayetteville

State: **Arkansas**

Postal: 72701-1755

County: Washington

Override Address Verification

**Search Results**

State	Description
AZ	Arizona
<b>AR</b>	<b>Arkansas</b>
AA	Armed Forces Americas
AE	Armed Forces Europe
AP	Armed Forces Pacific

**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.

**Add Address**

Type: Home

\*From: 10/09/2019 Copy From

\*Country: United States

\*Address 1: 555 Sports Ave

Address 2: Apt 15

Address 3:

City: Fayetteville

State: AR

Postal: 72701

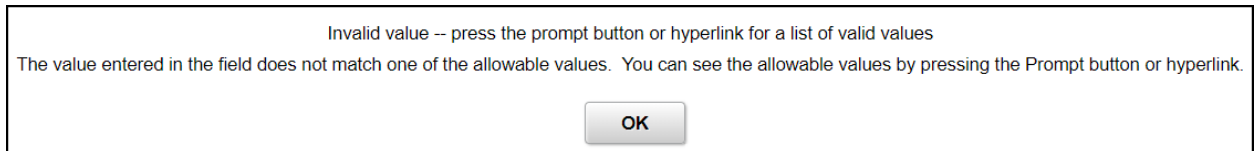
County: Washington

Override Address Verification

**Address Warning:**  
Address out of Range

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

- You will receive the pop-up message listed below if you did not select the state by clicking the magnifying glass and selecting from the drop-down menu. Click the **OK** button on the pop-up message to continue.



- Click the magnifying glass for the field highlighted in red and select from the drop-down list.

The screenshot shows the 'Add Address' form with the following fields: Type (Local), \*From (10/10/2019), \*Country (United States), \*Address 1 (1365 W Cleveland St), Address 2, Address 3, City (Fayetteville), State (AR), Postal (72701-1755), and County (Washington). The State field is highlighted in red. A search results pop-up is open, showing a table of states with 'AR' (Arkansas) highlighted in red.

State	Description
AZ	Arizona
AR	Arkansas
AA	Armed Forces Americas
AE	Armed Forces Europe
AP	Armed Forces Pacific

- Click **Save**.

The screenshot shows the 'Add Address' form with the following fields: Type (Local), \*From (10/10/2019), \*Country (United States), \*Address 1 (1365 W Cleveland St), Address 2, Address 3, City (Fayetteville), State (Arkansas), Postal (72701-1755), and County (Washington). The Save button is circled in red.