

Updating Address, Phone, and Email using Campus Community

Purpose: The instructions below describe how to update Bio/Demo information (Address, Phone, and Email), as new or corrected information becomes available, using Campus Community.

There will also be direct links on some Student Financials pages that may be used to access Campus Community to make updates. The table below provides the topic/page for each item.

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Updating an Address

Step	Action					
1.	Access the Addresses page: select Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phones > Addresses.					
	Favorites Main Menu > Campus Community	> Personal I	nformatior	n > Biograp	hical > Addres	ses/Phones > Addresses
	Addresses Enter any information you have and click Search	Leave fields	blank for a	list of all valu	Jes.	
	Find an Existing Value	202				
	Maximum number of rows to return (up to 300): ID: begins with Campus ID: begins with	300				
	National ID: begins with Last Name: begins with First Name: begins with					
	Include History Correct History Ca	ase Sensitive				
2.	Enter the appropriate search c			s examp	le enter:	ID = SF001.
3.	Click the Search button. <i>Result:</i> The Addresses page d Addresses	isplays.				
	Cecelia Becker		SF001			
	Current Addresses		Customiz	e Find View	All I 🖾 I 🛅 🛛 Fir	st 💶 1-2 of 3 🕨 Last
	Address Type Address	Effective Date	<u>Status</u>	Updated By	<u>Updated</u>	Edit/View Address Detail
	CHK 540 East 4th St Waterloo, IA 50703-5704 Black Hawk	01/01/1901	Active	Lucy Luther	01/11/2011 10:35:38AM	Edit/View Address Detail
	Permanent Home 540 East 4th St Waterloo, IA 50703-5704 Black Hawk	01/01/1901	Active	Lucy Luther	01/06/2011 9:17:30AM	Edit/View Address Detail
	Add Address		Add Ad	dress Types		
	Effective Date: 02/24/2011 Status: Activ	/e 🔻		* Permane	ent Home	
	Country: USA Q United States			Local Ma	-	
	Address: Edit Address Address Linka	ge		Diploma		
				Residen UNI Offic		
				UNI Offic		
	Submit Reset			* Billing		
			* Active Explai	e address exi s n	sts	
	Save Return to Search 🗄 Notify	Refresh		🖉 Update/Dis	splay 🖉 Includ	e History



Step	Action				
4.	Select the Edit/View Address Detail link for the Address Type you wish to edit.				
	Addresses				
	Cecelia Becker	SF001			
	Current Addresses		I View All 🖾 🔠 First 🔳 1-2 of 3 🕨 Last		
	Address Type Address	Effective Date Status Updat	ed By Updated Edit/View Address Detail		
	540 East 4th St CHK Waterloo, IA 50703-5704 Black Hawk	01/01/1901 Active Lucy I	Luther 01/11/2011 Edit/View Address Detail		
	Permanent Home 540 East 4th St Waterloo, IA 50703-5704 Black Hawk	01/01/1901 Active Lucy I	Luther 01/06/2011 Edit/View Address 9:17:30AM Detail		
	<i>Result:</i> The Address History Address History Address Type	page displays.			
	Address History		Find First 💶 1 of 1 🕨 Last		
	Effective Date Country Status	Address	+ -		
	01/01/1901 USA Active	540 East 4th St Waterloo, IA 50703-5704 Black Hawk	Update Addresses Address Linkage		
	Updated By Lucy Luther	Updated	01/11/2011 10:35:38AM		
	OK Cancel Refresh				
5.	Click the Add Row button. <i>Result:</i> A new address row disp Update the Effective Date if ap Address History		e as the effective date.		
	Address Type				
	Address History		Find First 🖪 1-2 of 2 🕨 Last		
	Effective Date Country Status 02/24/2011 Image: Country Mathematical Status	 Address 540 East 4th St Waterloo, IA 50703-5704 Black Hawk 	Update Addresses Address Linkage		
	Updated By Lucy Luther	Updated	01/11/2011 10:35:38AM		
	Effective Date Country Status 01/01/1901 USA Active	Address 540 East 4th St Waterloo, IA 50703-5704 Black Hawk	Update Addresses Address Linkage		
	Updated By Lucy Luther	Updated	01/11/2011 10:35:38AM		
	OK Cancel Refresh				



Step	Action
6.	Click the Update Addresses link in the new address row.
	Address History Find First 4 1-2 of 2 Last
	Effective Date Country Status Address 02/24/2011 USA Active 540 East 4th St Waterloo, IA 50703-5704 Address Linkage
	Result: The Edit Address page displays. Edit Address
	Country: United States Change Country
	Address 1: 540 East 4th St
	Address 2:
	Address 3:
	City: Waterloo State: IA Q Iowa Postal: 50703-5704
	County: Black Hawk
	OK Cancel
	Override Address Verification
6.	Enter the new address information. Click the OK button. Result: The address is updated on the Address History page. Address History Address Type
	Address History Find First 1-2 of 2 Last
	Effective Date Country Status Address + - 02/24/2011 USA Active PO Box 1234 Update Addresses Waterloo, IA 50703-5704 Address Linkage Black Hawk Black Hawk Address Linkage
	Updated By Lucy Luther Updated 01/11/2011 10:35:38AM
	Effective Date Country Status Address Image: Country 01/01/1901 USA Active 540 East 4th St Update Addresses Waterloo, IA 50703-5704 Address Linkage
	Updated By Lucy Luther Updated 01/11/2011 10:35:38AM
	OK Cancel Refresh
7.	Click the OK button to return to the Addresses page. Click the Save button. <i>Result:</i> The new address is updated.



Updating Phone

Step	Action
1.	Access the Phones page: select Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phones > Phones.
	Favorites Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phones > Phones
	Phones
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	Maximum number of rows to return (up to 300): 300
	ID: begins with Campus ID: begins with
	National ID: begins with -
	Last Name: begins with 👻
	First Name: begins with Case Sensitive
	Search Clear Basic Search 📄 Save Search Criteria
2.	Enter the appropriate search criteria. For this example enter: $ID = SF001$.
3.	Click the Search button.
	Desult. The Dhome man displays
	<i>Result:</i> The Phone page displays. Phone Numbers
	Cecelia Becker SF001
	Phone Detail
	*Phone Type *Phone Number Extension Country Code Preferred
	Permanent Home
4.	• To make a correction to an existing phone number, enter the correct information (type,
	phone number, preferred indicator) and click the Save button at the bottom of the page.
	• To add a new phone type, click the Add button and enter the appropriate information in the new phone row. Click the Save button.



Updating Email

Step	Action			
1.	Access the Email page: select Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phones > Electronic Addresses.			
	Favorites Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phones > Electronic Addresses			
	Electronic Addresses			
	Enter any information you have and click Search. Leave fields blank for a list of all values.			
	Find an Existing Value			
	Maximum number of rows to return (up to 300): 300 ID: begins with -			
	Campus ID: begins with \checkmark			
	National ID: begins with 👻			
	Last Name: begins with First Name: begins with			
	Case Sensitive			
	Search Clear Basic Search Save Search Criteria			
2.	Enter the appropriate search criteria. For this example enter: $ID = SF001$.			
3.	Click the Search button.			
	Result: The Electronic Addresses page displays. Electronic Addresses Cecelia Becker SF001			
	Email Information *Email Type *Email Address Preferred			
	*Email Type *Email Address Preferred UNI ✓ penny.becker@uni.edu ✓			
	Add			
	URL Information			
	*Type *URL Address			
	Add			
4.	• To make a correction to an existing email address, enter the correct information (type,			
	email address, preferred indicator) and click the Save Save button at the bottom of the page.			
	• To add a new email address type, click the Add button and enter the			
	appropriate information in the new email row. Click the Save button.			