# 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.

## Updating an Address

| Step | Action |
|------|--------|
| 1. | Access the **Addresses** page: select **Main Menu › Campus Community › Personal Information › Biographical › Addresses/Phones › Addresses.** <br><br> Favorites \| Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phones > Addresses <br><br> **Addresses** <br> Enter any information you have and click Search. Leave fields blank for a list of all values. <br><br> Find an Existing Value <br> Maximum number of rows to return (up to 300): 300 <br> ID: begins with ▾ <br> Campus ID: begins with ▾ <br> National ID: begins with ▾ <br> Last Name: begins with ▾ <br> First Name: begins with ▾ <br> ☐ Include History  ☐ Correct History  ☐ Case Sensitive <br><br> Search  Clear  Basic Search  Save Search Criteria |
| 2. | Enter the appropriate search criteria. For this example enter: *ID = SF001*. |
| 3. | Click the **Search** button. <br><br> *Result:* The Addresses page displays. |

**Addresses**

Cecelia Becker                    SF001

Current Addresses        Customize \| Find \| View All \| 🔲 \| 🖩  First ◀ 1-2 of 3 ▶ Last

| Address Type | Address | Effective Date | Status | Updated By | Updated | 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**

Effective Date: 02/24/2011 📅   Status: Active ▾

Country: USA 🔍  United States

Address:   Edit Address    Address Linkage

Submit    Reset

**Add Address Types**

☐ *  Permanent Home
☐    Local Mailing
☐    Diploma
☐    Residence Hall
☐    UNI Office 1
☐    UNI Office 2
☐ *  Billing

\* Active address exists
Explain

💾 Save   🔍 Return to Search   📧 Notify   🔄 Refresh   📄 Update/Display   📑 Include History   📝 Correct History

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| Step | Action |
|------|--------|
| 4. | Select the **Edit/View Address Detail** link for the *Address Type* you wish to edit. <br><br> **Addresses** <br> Cecelia Becker      SF001 <br><br> Current Addresses     Customize \| Find \| View All \|   First   1-2 of 3   Last <br><br> <table><tr><th>Address Type</th><th>Address</th><th>Effective Date</th><th>Status</th><th>Updated By</th><th>Updated</th><th>Edit/View Address Detail</th></tr><tr><td>CHK</td><td>540 East 4th St<br>Waterloo, IA 50703-5704<br>Black Hawk</td><td>01/01/1901</td><td>Active</td><td>Lucy Luther</td><td>01/11/2011 10:35:38AM</td><td>Edit/View Address Detail</td></tr><tr><td>Permanent Home</td><td>540 East 4th St<br>Waterloo, IA 50703-5704<br>Black Hawk</td><td>01/01/1901</td><td>Active</td><td>Lucy Luther</td><td>01/06/2011 9:17:30AM</td><td>Edit/View Address Detail</td></tr></table> <br> *Result:* The **Address History** page displays. <br><br> **Address History** <br><br> Address Type <br><br> Address History     Find   First   1 of 1   Last <br><br> Effective Date   Country   Status     Address       01/01/1901   USA   Active     540 East 4th St    Update Addresses <br> Waterloo, IA 50703-5704   Address Linkage <br> Black Hawk <br><br> Updated By    Lucy Luther     Updated    01/11/2011 10:35:38AM <br><br> OK   Cancel   Refresh |
| 5. | Click the **Add Row** button. <br><br> *Result:* A new address row displays, with today's date as the effective date. Update the **Effective Date** if appropriate. <br><br> **Address History** <br><br> Address Type <br><br> Address History     Find   First   1-2 of 2   Last <br><br> Effective Date   Country   Status    Address <br> 02/24/2011   USA   Active    540 East 4th St    Update Addresses <br> Waterloo, IA 50703-5704   Address Linkage <br> Black Hawk <br><br> Updated By    Lucy Luther    Updated    01/11/2011 10:35:38AM <br><br> Effective Date   Country   Status    Address <br> 01/01/1901   USA   Active    540 East 4th St    Update Addresses <br> Waterloo, IA 50703-5704   Address Linkage <br> Black Hawk <br><br> Updated By    Lucy Luther    Updated    01/11/2011 10:35:38AM <br><br> OK   Cancel   Refresh |

| Step | Action |
|------|--------|
| 6. | Click the **Update Addresses** link in the new address row. <br><br>  <br><br> *Result:* The Edit Address page displays. <br><br>  |
| 6. | Enter the new address information. Click the **OK** button. <br><br> *Result:* The address is updated on the Address History page. <br><br>  |
| 7. | Click the **OK** button to return to the Addresses page. Click the **Save** button. <br><br> *Result:* The new address is updated. |
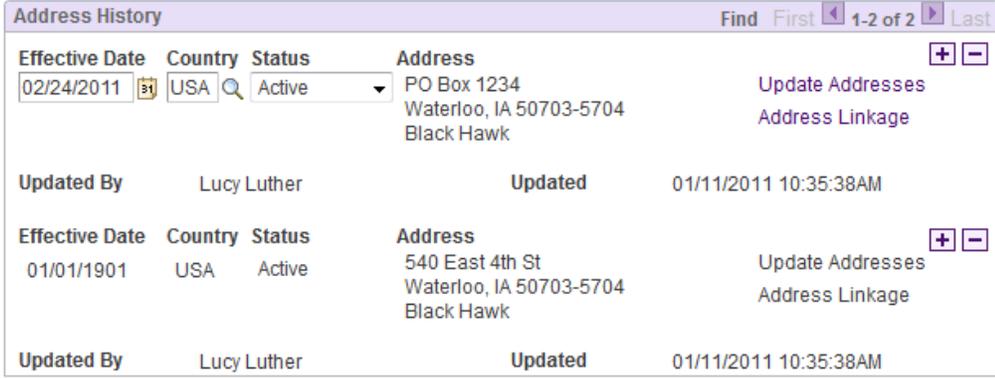
## Updating Phone

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