

Updating Addresses in CampusConnection

Removing a bad address:

- 1) Add a row
- 2) DO NOT remove the country code
- 3) Remove the street info, city, state, zip and county
- 4) Change the status from active to INACTIVE

When we remove the country code, the student cannot see any address information. If we don't change the status to inactive, the address still will get pulled for reports and mailings, so this is very important. We also do not want "unknown" typed in for a bad address; just leave all fields blank, except for the country.

Please update all addresses if you see one in error, helps in clean up processes.

Updating an address:

- 1) Add a row
- 2) Update incorrect information
- 3) If they have moved to a new city in NORTH DAKOTA, please update the county or remove the bad county and leave field blank.
- 4) Make sure the status is ACTIVE

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