







The following is how address information can be corrected immediately by using the “Correct History” functionality. Depending on your access and provisioning, you **may** be able to correct the address history of a student’s record. The Correct History function is **only** available in the Address component of Biographical (Student). **Note:** The student has the ability to update and maintain their contact information in their Student Centre.

1. Click the **Campus Community** link.  

2. Click the **Personal Information (Student)** link.  

3. Click the **Biographical (Student)** link.  

4. Click the **Addresses/Phones** link.  

5. Click the **Addresses** link.  

6. You can search by entering one or all of the following: Emplid, Last Name or First Name. Click the **Search** button.



**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):

Empl ID:

Academic Career:


National ID:

Campus ID:

Last Name:

First Name:

Include History  Correct History  Case Sensitive

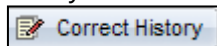
[Basic Search](#)  [Save Search Criteria](#)

Enter any search criteria and press Enter or Search

# Correct History Address Information

## SA – Student Administration Basics

7. The Addresses component in Biographical (Student) is the only component that Correct History appears. Depending on individual designation rights or access provisioning not all users will have the ability to correct history. Click the **Correct History** button.



**Addresses** Please note this address data has been scrambled for FOIP reasons

Current Addresses [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | 1-2 of 2 | [Last](#)

<a href="#">Address Type</a>	<a href="#">Address</a>	<a href="#">Effective Date</a>	<a href="#">Status</a>	<a href="#">Edit/View Address Detail</a>
<a href="#">Home (Mailing)</a>	1697 Cross Avenue Edmonton AB T6T 8Y0	2009/11/27	Active	<a href="#">Edit/View Address Detail</a>
<a href="#">Permanent Home</a>	434 Richards Street SE Ottawa ON K9T 8U5	2009/11/27	Active	<a href="#">Edit/View Address Detail</a>

**Add Address** **Add Address Types**

Effective Date:   Status:

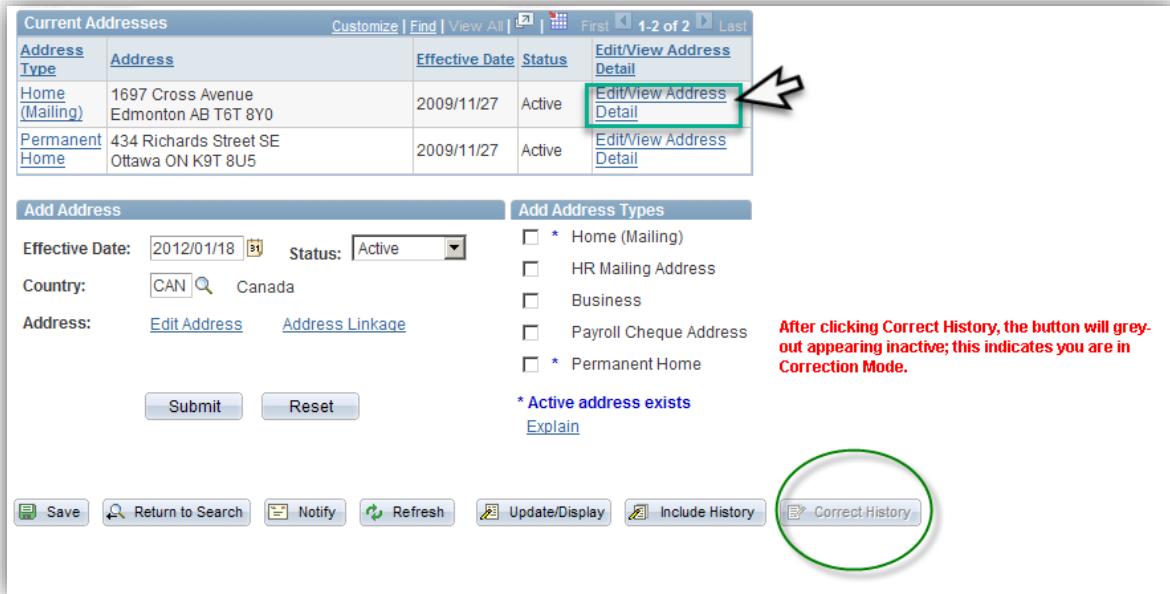
Country:   Canada

Address: [Edit Address](#) [Address Linkage](#)

\* Home (Mailing)  
 HR Mailing Address  
 Business  
 Payroll Cheque Address  
 \* Permanent Home

\* Active address exists  
[Explain](#)

8. After clicking Correct History it triggers the correction mode and the Correct History button appears greyed-out or inactive. Click the **Edit/View Address Detail** link.



**Current Addresses**

Address Type	Address	Effective Date	Status	Edit/View Address Detail
Home (Mailing)	1697 Cross Avenue Edmonton AB T6T 8Y0	2009/11/27	Active	<a href="#">Edit/View Address Detail</a>
Permanent Home	434 Richards Street SE Ottawa ON K9T 8U5	2009/11/27	Active	<a href="#">Edit/View Address Detail</a>

**Add Address**

Effective Date:  Status:

Country:  Canada

Address: [Edit Address](#) [Address Linkage](#)

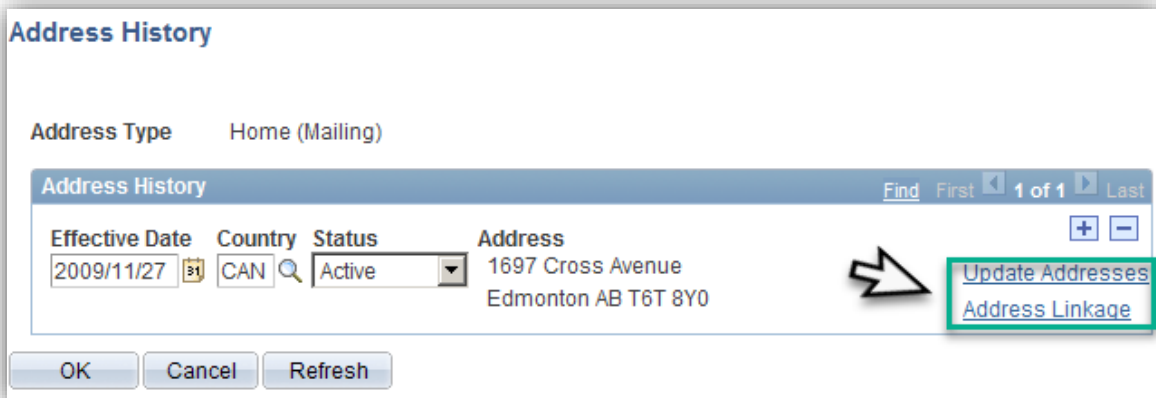
**Add Address Types**

- \* Home (Mailing)
- HR Mailing Address
- Business
- Payroll Cheque Address
- \* Permanent Home

\* Active address exists  
[Explain](#)

After clicking Correct History, the button will grey-out appearing inactive; this indicates you are in Correction Mode.

9. Click the **Update Addresses** link.

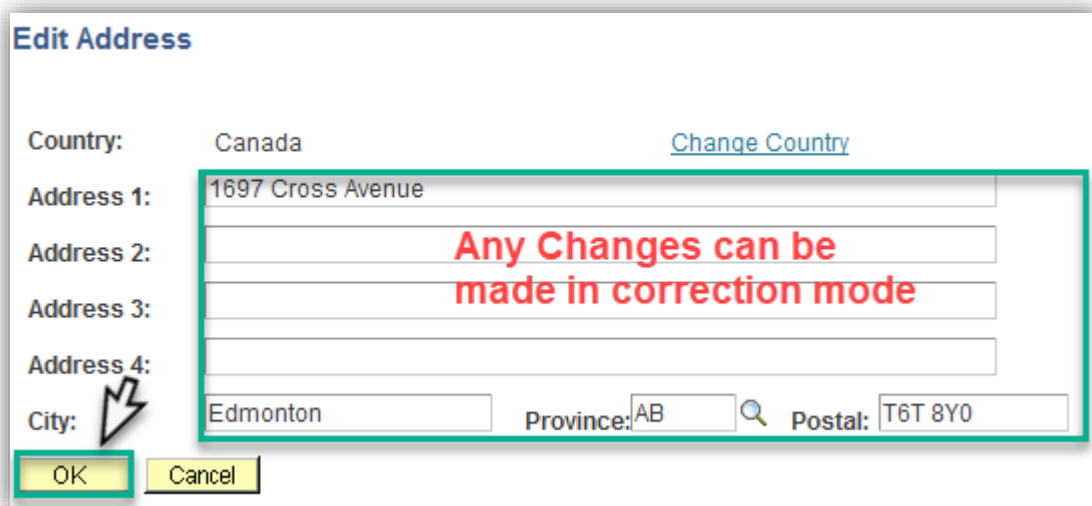


**Address History**

Address Type: Home (Mailing)

Effective Date	Country	Status	Address
<input type="text" value="2009/11/27"/>	<input type="text" value="CAN"/>	<input type="text" value="Active"/>	1697 Cross Avenue Edmonton AB T6T 8Y0

10. Once in correction mode any changes can be completed on this menu. Make the necessary changes to the address information. Click the **OK** button.



**Edit Address**

Country: Canada [Change Country](#)

Address 1: 1697 Cross Avenue

Address 2:

Address 3:

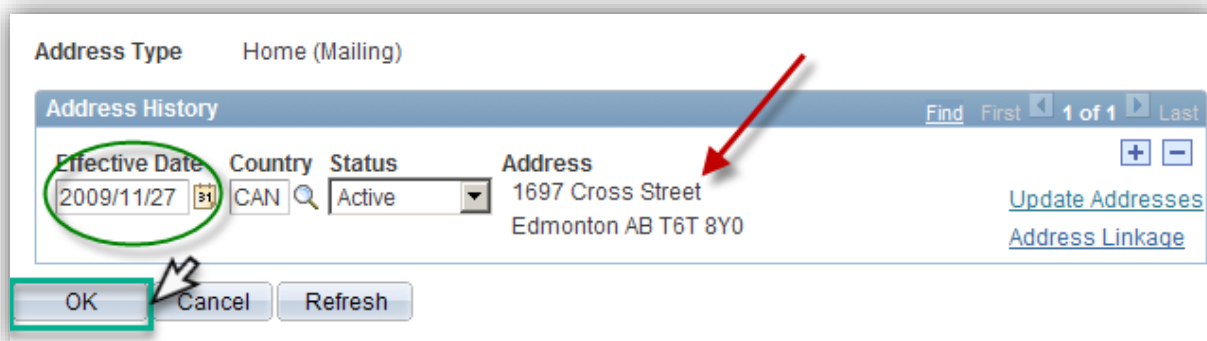
Address 4:

City: Edmonton Province: AB Postal: T6T 8Y0

**Any Changes can be made in correction mode**

**OK** Cancel

11. Note that the **Effective Date** field does not change due to being in correction mode. Click the **OK** button.



Address Type Home (Mailing)

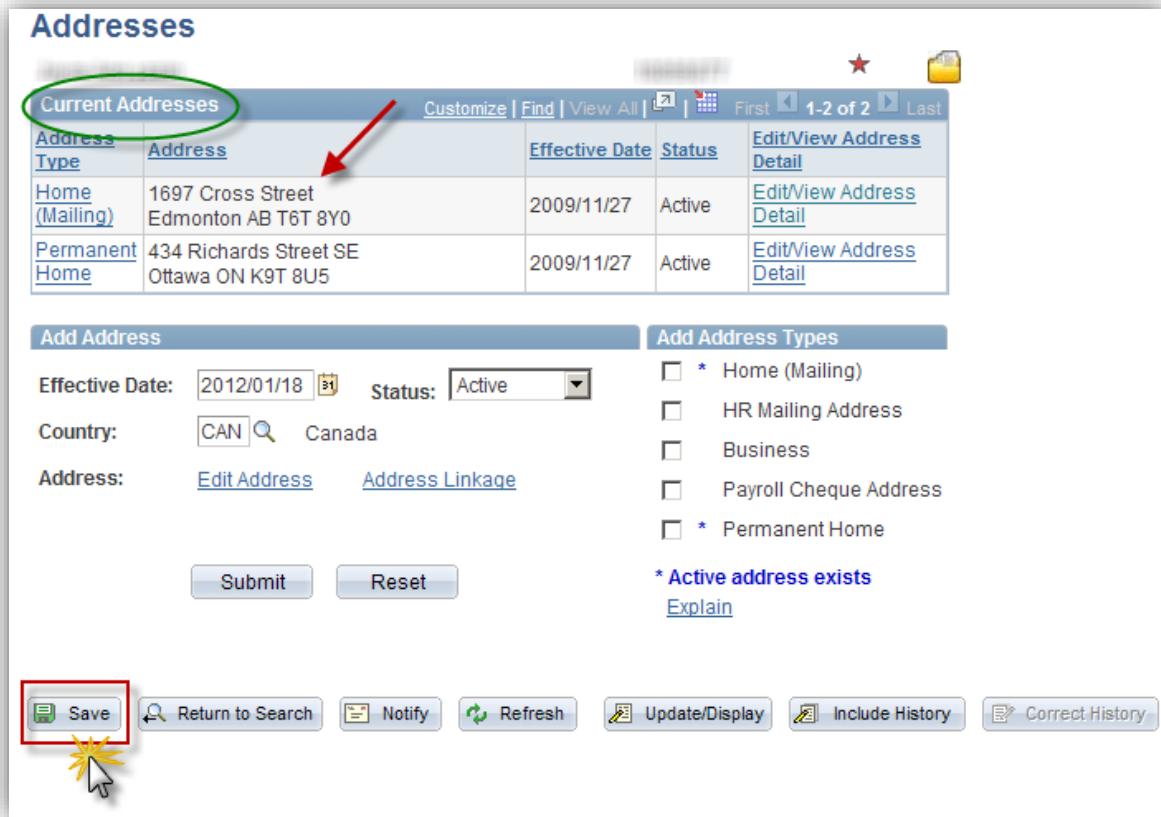
Address History Find First 1 of 1 Last

Effective Date	Country	Status	Address
2009/11/27	CAN	Active	1697 Cross Street Edmonton AB T6T 8Y0

**OK** Cancel Refresh

[Update Addresses](#)  
[Address Linkage](#)

12. Note that Current Addresses will reflect the updated change listed. Press **Save** once you have corrected the address history.



**Addresses**

Current Addresses

Address Type	Address	Effective Date	Status	Edit/View Address Detail
Home (Mailing)	1697 Cross Street Edmonton AB T6T 8Y0	2009/11/27	Active	<a href="#">Edit/View Address Detail</a>
Permanent Home	434 Richards Street SE Ottawa ON K9T 8U5	2009/11/27	Active	<a href="#">Edit/View Address Detail</a>

**Add Address**

Effective Date: 2012/01/18 Status: Active

Country: CAN Canada

Address: [Edit Address](#) [Address Linkage](#)

**Add Address Types**

- \* Home (Mailing)
- HR Mailing Address
- Business
- Payroll Cheque Address
- \* Permanent Home

\* Active address exists  
[Explain](#)

**Save** Return to Search Notify Refresh Update/Display Include History Correct History

 Please note that this feature is **access dependant** and not all individuals will have the ability to use the Correct History feature.

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

**End of Procedure**