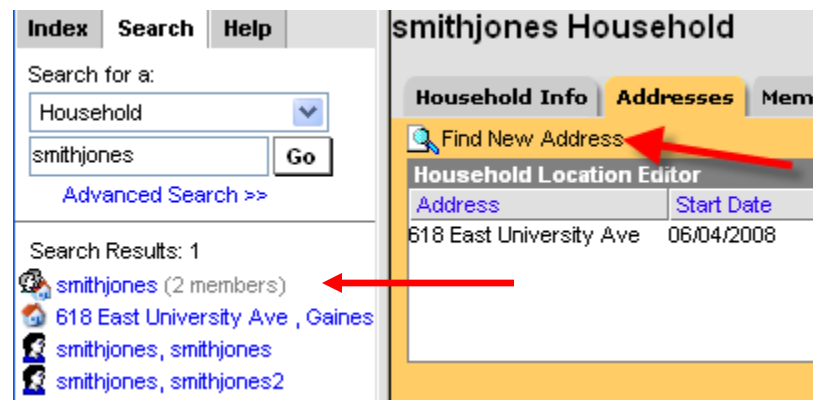




## Changing the Address of a Household

When a student's household moves, the change needs to be made in Census so mailings are sent to the correct address. **The current address should not be edited**, instead, the new address added to the household. When adding a new address, the old address will automatically be 'Ended' if the new address is not marked as 'Secondary'.

1. Open the **Search** section in the **Navigation Pane**
2. Choose Search for a: – Household.
3. Enter the student's name.
4. Choose the student's household. If there are more than one listed, choose the one with the address that is changing. The household is represented by an icon displaying a house with people (not the address with only the house icon.)
5. Click on the Addresses tab.



6. Click the **Find New Address** button to add the new address.
7. Enter the street address and click on the **Search** button (Remember that the address must already exist in Campus).
8. If the exact address displays on the screen, you can choose it for this household. Click on the Save button.
9. Enter the Start Date of the address for the household (if unknown, choose 'TODAY').

**Household Location Detail**

Address  
**620 east university avenue**

\*Start Date

June 2008

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Today

10. If the address does not display on the screen, it is not in the database and you must contact the Zoning Department at Kirby Smith to have the address verified and entered.

11. Click to place a check mark on the Mailing checkbox.

**Household Location Detail**

Address  
**620 east university avenue**

\*Start Date  
 06/16/2008

End Date

Mailing  Secondary  Private

12. If this is a Secondary Household, click to place a check mark on the Secondary checkbox. If a check mark is placed on the Secondary checkbox, the original address will not be ended. If it needs to be ended, click on the original address and enter an End Date.

13. Click on **Save**.

Save Delete Find New Address

The final result of the address change should look as follows, with the new address displaying with the Household in the **Navigation Pane** on the left and both addresses (with 'start' and 'end' dates) displaying in the Addresses tab of the household. Note that the original address now has an end date meaning it is no longer an active address. Had secondary been checked, neither would have an end date and both would be active.

Address	Start Date	End Date	Mailing	Secondary	Private
620 east university avenue	06/16/2008		X		
618 East University Ave	06/04/2008	06/15/2008	X		