

CENSUS: How to Change a Student's Address (attaching an existing address)

1. Go to **Search > Address** and do a Search for the new address.
 - If the address is **NOT** in the system, then a new address must be created. See link on [How to Create a New Address in Campus](#).
 - If the address **IS** in the system, follow the steps below:
2. Go to Index > Census > Census Wizard. (Step 1)
3. In the Census Wizard Search Window, enter the student's name or Student ID Number.
4. A list of that student's households will display in the left panel.
5. Select the TOP line of the Household of your student (i.e. **Jones (3 members)**)
6. This will move the household members and address to the "Editing an Existing Household" Window.
7. Select the Clear Search Fields button to clear your search.
8. In the Wizard Search Window, enter the address that the student will be moving to.
9. Select the address from the left panel, and it will move into the household window. You will now have two addresses in the Household window (the old and the new).
10. Continue to Step 2.
11. Verify the information under Household.
12. Under Household Locations, enter a START date on the new address and check Mailing.
13. **END DATE** Old or Invalid Address – Do Not Delete
14. Verify the information under Household Members. Ensure all appropriate mailing boxes are checked/unchecked.
15. Save and Continue to Step 3.
16. In Step 3, Verify the Relationships and checked boxes (Guardian, Mailing, Portal).
17. Save & Done. To exit screen refresh your screen.

To verify your work, you may go to Search > Household and enter the student's name.

Or, you may go to the Student's Summary Page. (Search > Student).