

How to Create an Address in Infinite Campus

Note: Selected office staff have been re-granted the right to **Create** New Addresses but **not to Edit them** (i.e., If you create a new address and find that you have made a mistake, you cannot go back and edit it). This function will be monitored and audited by our IT department. User rights to create a new address may be removed if addresses are created incorrectly by staff. Please be careful when creating a new address.

Before creating a new address to the Infinite Campus database, conduct a **thorough** search. At this time, all county addresses associated to SCUSD were inputted into the database. Only addresses with an apartment number and/or P.O. Boxes MAY be missing as well as out of district addresses for new students.

To Search for Address:

Go to Search > Address > Key in address (less is better)

If results are returned, do not create the address. The number in parenthesis indicates the number of current members associated to the address.

The screenshot shows the Infinite Campus search interface. On the left, there is a search bar with '78 sea' entered and a 'Go' button. Below the search bar, it says 'Search Results: 1' and lists '78 SEAVEY CIR (2 members)'. The main content area shows the details for '78 SEAVEY CIR' in Sacramento, CA 95818. It includes tabs for 'Address Info', 'Households', 'Schools', and 'Overrides'. There are 'Save' and 'Delete' buttons. A warning message states: 'Modifying address information affects all households associated with this address. Search for the address before modifying.' Below this is a table for 'Address Information' with fields for P.O. Box, Number (78), Prefix, Street (SEAVEY), Tag (CIR), Direction, Apt, City (SACRAMENTO), State (CA), Zip (95818), County, Location Code (148415510), Latitude (38.56079), Longitude (-121.512916), Tract, and Block. A 'Comments' section shows 'Re-Imported 08/21/2014'.

If no results are returned, Create a New Address:

1. Go to Index > Census > Add Address > Enter info (less is better) > Search

This also searches for existing addresses, but the number of members associated to the address is not viewable from this search.

The screenshot shows the 'Add Address' form in Infinite Campus. On the left is a navigation menu with options: People, Households, Addresses, Portal Request Processor, Add Person, Add Household, Add Address (highlighted), and Staff Locator. The main form has fields for: House/P.O. # (78), Street Name (Sea), Street Tag, Apt #, City, Home Phone (with area code and extension fields), and a 'Search' button. On the right, there is a preview window titled 'Address' showing '78 SEAVEY CIR SACRAMENTO 95818'.

- If the exact address is found, do not create it again. (Apartment numbers are different addresses).

- If the address is not found, click on **New Address** on bottom right corner of the screen.
Enter the address information. You do not need to enter County and District information.



IMPORTANT NOTE: Enter the data in fields as they appear in the screen below. Keep each data field separate. (i.e., Street Number, Prefix, Street Name, Tag, etc.) – Use the Common Tag Key on the next page.

Key Postal Code guidelines/abbreviations to be followed:

- ADDRESS IS IN ALL CAPS!
- No punctuation
- See Attachment of Common Tags from US Postal Service

2952 FRANKLIN BLVD [Map this address](#)
SACRAMENTO, CA 95818

Address Info Households Schools Overrides

 Save  Delete

Address Information						
P.O. Box	Number	Prefix	Street	Tag	Direction	Apt
<input type="checkbox"/>	2952		FRANKLIN	BLVD		
City	State	Zip	County	Location Code		
SACRAMENTO	CA	95818				
Latitude	Longitude	Tract	Block			
38.550506	-121.476202					
Comments						
Re-Imported 08/21/2014						
District						

- Save the address.
- Use the Census Wizard to create the Household
Census > Census Wizard

Common tags from the US Postal Service:

ALLEY	ALY
AVENUE	AVE
BOULEVARD	BLVD
CIRCLE	CIR
CIRCLES	CIRS
CORNER	COR
COURT	CT
CREEK	CRK
CROSSING	XING
DRIVE	DR
ESTATE	EST
EXPRESSWAY	EXPY
FIELD	FLD
FREEWAY	FWY
HEIGHTS	HTS
HIGHWAY	HWY
JUNCTION	JCT
LAKE	LK
LANE	LN
MOUNTAIN	MTN
PARKWAY	PKWY
PLACE	PL
PLAZA	PLZ
POINT	PT
POINTS	PTS
STREET	ST
TRAIL	TRL
VALLEY	VLY
VIEW	VW
WAY	WY