AD Add a New Address Type

1.	Click the **Student Admissions** link. ▷ Student Admissions
2.	Click the **Application Maintenance** link. ▷ Application Maintenance
3.	Click the **Add/Update a Person** link. – Add/Update a Person
4.	Enter the **SMU ID** into the **ID** field.
5.	Click the **Search** button. Search
6.	Click the **Addresses** tab. **Note:** This tab is also available through **Maintain Applications.** Addresses
7.	Click the **Edit Address** link. Edit Address
8.	Enter the **Address** into the **Address 1** field.
9.	Enter any **additional address** information into the **Address 2** field.
10.	Enter the **ZIP CODE** into the **Postal** field.
11.	This is the traditional method of entering an address. An **"Address Cleansing Standardization"** program is installed in **Access.SMU** and can do three things. 1. It will complete the address when minimal data is entered. For example: Enter the **ZIP Code** and it will automatically populate the **City and State**. Enter the **City and State** and it will automatically populate the **ZIP Code**. 2. If the address entered is **not** valid, the program will display a **Suggestion Page**. Follow the prompts to enter the correct address. 3. The program will format the address data according to the **postal standard**. Click the **OK** button. OK
12.	The **"Suggestion Page"** displays a list of the valid ranges and ZIP Codes for the street that was entered. This page also displays other streets with similar names. **Hint:** Based on what is displayed, there appears to be two problems. 1. The **House Number** entered is not within the range of those that exist. 2. The **Street Name** entered, which was entered as two words, is actually one word. Select the line that contains the correct **House Numbe**r and **Street Name**.

13.	Enter the correct **House Number** into the **Valid Range** field. **Note:** The Address that was *entered* is displayed.
14.	Click the **OK** button. OK
15.	**Note:** The missing/incorrect **Address** data has been populated correctly. The address **now** displays: 1. The **Apt** on the first line (previously, it was entered on the second line). 2. The updated **House Number**. 3. The correct spelling of the **Street Name**. 4. The **City and State**, (Dallas, TX). 5. The **ZIP CODE 4-digit Extension**. 6. The **County** (Dallas).
16.	Select the **Address Type**.
17.	Click the **Submit** button. Submit
18.	Click the **Save** button. Save
19.	**End of Procedure.**