

## **Addresses - Add a New Address Type**

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This document will guide you through the steps necessary to add a new address type (i.e.: Mailing, Billing) found in Campus Community.

1. Log into **PeopleSoft**
2. In the **Menu**, navigate to:  
**Campus Community → Personal Information → Add/Update a Person**  
-Or-  
**Campus Community → Personal Information → Biographical → Addresses/Phones → Addresses**
3. Type in the **ID**  
- Or search by other data if necessary
4. Click **[Search]**
5. Click on the **Addresses** Tab (not applicable if you went right to Addresses)
6. In the **Current Addresses section**, use the navigational arrows if necessary and verify that the address type **does not** exist
7. In the **Add Address Types section**, click on the check box to the right of the new address type you are adding (for example: Mailing)
8. In the **Add Address section**, click on the **Edit Address** link
9. Type in the address information and click **[OK]**
10. Review the address that appears in the Add Address section and click **[Submit]**  
- If you have made a mistake, click on the Edit Addresses link and correct
11. A green check will appear to the right of the address type telling you that it is okay to add this type.
12. Scroll to the bottom of the Addresses page and click **[Save]**
13. You should see the new Address Type and address in the **Current Addresses section**.