

This document will guide you through the steps necessary to change an existing address 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 to locate the Address Type that you need to change (for example: Home)
7. Click on the **Edit/View Address Detail** link to the right of the address
8. Click on the **[+]** button to insert a new effectively dated row
- This preserves the current address for historical purposes
9. Click on the **Update Addresses** link
10. Make the necessary changes to the address and click **[OK]**
11. Review the address on the Address History section and click **[OK]**
- If you have made a mistake, click on the Update Addresses link and correct
12. Scroll to the bottom of the Addresses page and click **[Save]**