

Student Address History – Aeries Web

Student Address History will now be updated on CALPADS. Sites are responsible for updating and verifying student addresses in Aeries. To update a students address, follow the steps below.

1. From the **Student Demographics** page, select the **Change** option located to the left of the student's address.

Student Data 1	Student Data 2	
	Residence and Mailing Address 🎦	
	Change Address	4488 Larkspur Rd Riverside, CA 92504-2300 Riverside County

- 2. There are two options for updating a student's address: **Fixing bad data** is used only if the initial address was typed incorrectly and needs to be corrected; **Address change** is used to update a student's address when they have moved.
- 3. The Fixing bad data option will display the student's Current Address and will allow the user to correct the address under the Fixed Address field. Once the address has been fixed, select OK. (If the Mailing Address differs from the Residence Address, deselect the (same?) option and make any necessary changes to the Mailing Address)
- 4. The Address change option will display the Previous Address from Aeries. Site users will update the new address under New/Current Address. (If the Mailing Address differs from the Residence Address, deselect the (same?) option and make any necessary changes to the Mailing Address)
- 5. Click Save
- 6. The new/updated address will automatically be updated on the **Student Demographics** page.

Update Address History ×									
Address Modification Reason View Address History									
Fixing Bad Data Address Change						 Addresses Verified 			
	Previous Address	City	State	Zip	Extn	Effective Date			
Residence:	4488 Larkspur Rd	Riverside	CA	92504	2300	7/1/2018	Validate		
Mailing (same? 🗹):									
	New/Current Address	City	State	Zip	Extn	Effective Date			
Residence:	4488 Larkspur Rd	Riverside	CA	92504	2300 Q	06/12/2019			
Mailing (same? 🗹):									
Save									