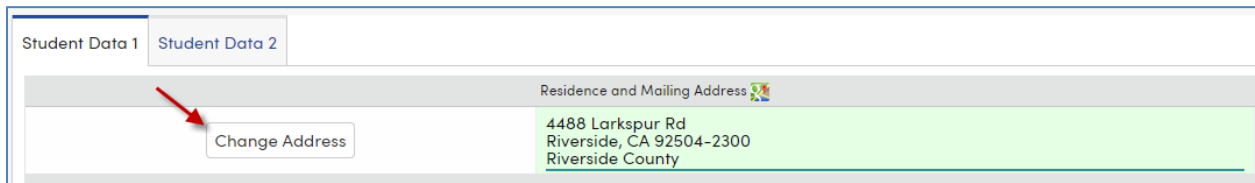


## Student Address History – Aeries Web

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

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



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.

