

Alternate Address Functionality

Introduction

This guide demonstrates how to enter alternate addresses for student records.

Adding Alternate Information to a School Record

1. From the **eSIS Main Start** screen, click **Query** on the menu bar to search for the student.
 2. Click **Enter** from the **Query** drop-down list.
 3. Click the **Legal Last Name** field.
 4. Enter the student's last name in the field.
 5. Click in the **Legal First Name** field.
 6. Enter the student's first name in the field.
 7. Click **Query** on the menu bar.
 8. Click **Execute** from the **Query** drop-down menu.
 9. Click the **Alt Address** (Alternate Address) button on the **Quick Access** bar.
 10. In the **Alternate Addresses** region, click the **Drop-Down Arrow** button for the first **Address Type** field to select the address type.
 11. Click the **Street #** field.
 12. Enter street information.
 13. Click the **Street Name** field.
 14. Enter the street name.
- NOTE:** You have completed all required fields; additional fields are optional but may be helpful in a student's record.
15. Click the **Save** button.
 16. Click the **Exit** button to return to the **eSIS Main Start** screen.
 17. To verify your new entry, click the **Alt Address** (Alternate Address) button on the **Quick Access** bar.
 18. Click the **Exit** button to return to the **eSIS Main Start** screen.