Understanding Your Address Data in UR Student

As a student, you can have multiple addresses in the system – *access this page by clicking on your picture or the cloud icon at the top right of the page when you log into UR Student. If you are also an Employee or a funded Grad Student, you may need to select your name under the word Student on the first page you see. Select View Profile, then Contact on the left-hand side to view this page:*

1. Your **On Campus Mailbox** at the Campus Mail Center (CMC) or other campus location – this address will be considered your Mailing Address ('Where You Get Your Mail') if assigned. *This address will be loaded into the system on your behalf.*
2. Your **University Housing Assignment** (specific to a term) – this address will be considered your residential address while at school ('Where I Live While at School') for any term in which you have a housing assignment. *This address will be loaded into the system on your behalf each term.*
3. **Home Contact Information** – maintained by you! Originally populated from your application. ***You should have the following addresses always stored in the system***:
    a. **Where You Live When Not in School** – your permanent address, required for all students. A US-based address.
    b. **Where you Live When Not in School, if outside the USA** – your permanent address, outside the USA. International students may have both a permanent address within the US as well as a permanent address in their home country.
    c. **Where You Live While in School** – your residence during the academic term. Only complete if you do not live in University housing.
    d. **Where You Get Your Mail**– your mailing address during the academic term. Only complete if you do not have an assigned mailbox on the River Campus or at Eastman.
    e. **Student Billing** – Only complete if you have opted *out* of receiving 1098-Ts electronically or if you are an ECMS student.
4. **Student Refund Address** – Optional – maintained by you! The address to which a student refund check will be mailed, when present, instead of the Campus Mail Center or Primary Home Address.

Updating Your Address in UR Student

Students can update contact information at any time in UR Student. It is important to keep where you live when in school and out of school for domestic and international sponsored students. Follow steps below on how to compete these steps. More student training is available.
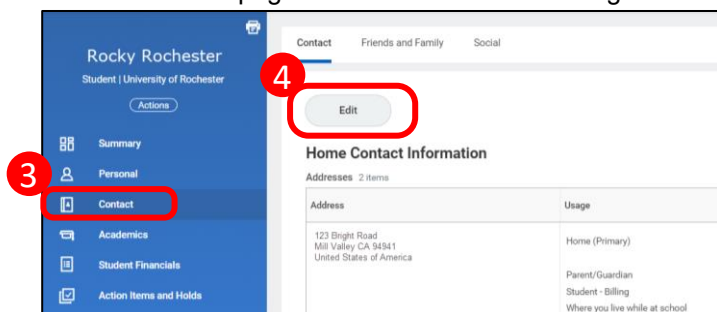
Updating Contact Information (Address)

1. Log into UR Student using your Net ID and password

Note: If off campus, use Duo Two Factor Authentication. To enroll in Net ID Duo, contact the help desk listed for support.

2. Click the **Profile** (picture or cloud) icon to access the Contact and address information
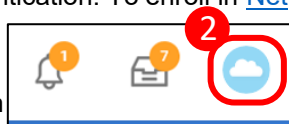
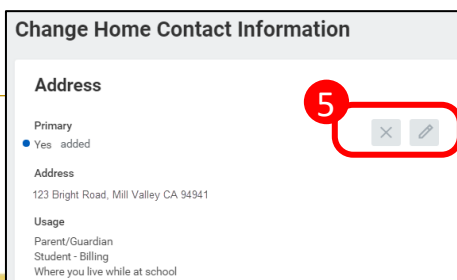3. From the Profile page select **Contact** from the right menu

4. Select **Edit** above *Home Contact Information* to update, add or delete your personal addresses listed.

Important step: 2 address types are needed for all students; where you live when at school and where you live while not at school. When at school and not living in University housing, students need both address types updated in UR Student even if they are the same, *Please see the Yellow Descriptive Note Box for more information!*

Updating Where you Live

5. On the **Change Home Contact Information** screen, select the 🖊 icon to edit
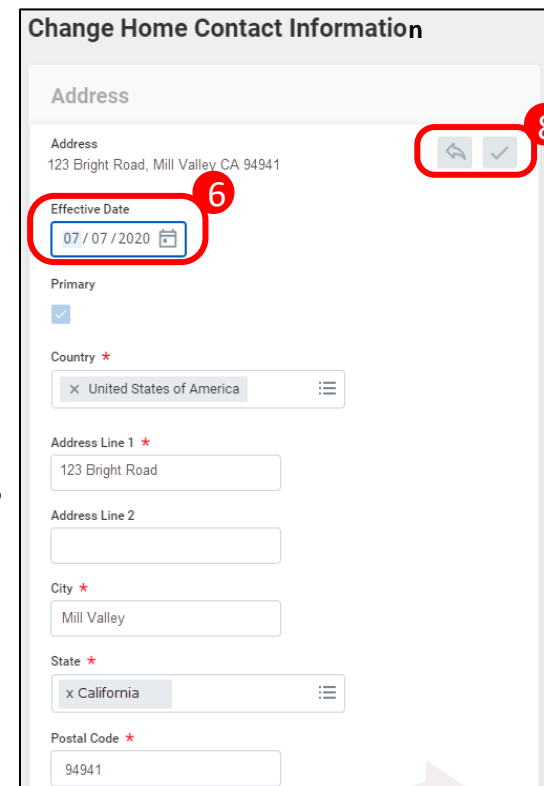
   (✕ icon will delete)

6. When editing an address, keep the **Effective Date** as the current date
7. Update address lines (Country, Address Line, City, State) as needed
8. Within the **Usage** field, select the correct description for the address
   a. Where you live while at school
   b. Where you live when not in school
   c. Where you live when you're not in school, if outside the USA
   d. Student – Billing

When a 3rd Party billing address changes, update your third party delegate from the **Friends and Family** tab

9. When done, select the ✓ icon to accept changes, or select the ↩ icon to exit edit mode without saving
10. Complete steps 5 – 8 for each address type to update
11. When all updates are complete, select **Submit** to save updates, Save for Later to finish at another time, or Cancel to return to the Change Home Contact Information screen

12. Select **Done**

Change Home Contact Information

Address
123 Bright Road, Mill Valley CA 94941

Effective Date
07 / 07 / 2020

Primary ✓

Country *
✕ United States of America

Address Line 1 *
123 Bright Road

Address Line 2

City *
Mill Valley

State *
✕ California

Postal Code *
94941

Descriptive Note: Students that have a University Housing Assignment, will use that instead of their *Where You Live While in School* address. If you have a Campus Mail Center (CMC) box, this will be used instead of your *Where you get Your Mail* address. These are automatically populated in UR Student and cannot be changed you.

UR STUDENT

The address data that you maintain in UR Student is sent to other campus-based systems, such as JobLink, HRMS or Glacier. Understanding how this data is sent will help you update your address correctly in UR Student such that these other systems receive your data as you intend.

The system looks for an address to send in the following sequence for both home and mailing address. Once an address has been found that qualifies, that address will be sent to other campus systems on your behalf.

Home Address
1) If you have a university housing assignment visible on the University Housing Assignment page of your Contacts tab for the current term, the address of your building/room or apartment will be sent.
2) If you have a home address with a usage of 'Where You Live While in School,' visible in the Home Address section of your Contacts tab, this address will be sent.
3) Your primary home address will be sent. This is the address visible in the Home Address section of your Contacts tab with the primary flag set to yes.

Mailing Address
1) If you have a CMC, Eastman or Medical Center post office box, visible in the Institutional Address section of your Contacts tab, the address of your mailbox will be sent.
2) If you have a home address with a usage of 'Where You Get Your Mail,' visible in the Home Address section of your Contacts tab, this address will be sent.
3) Your primary home address will be sent. This is the address visible in the Home Address section of your Contacts tab with the primary flag set to yes.