

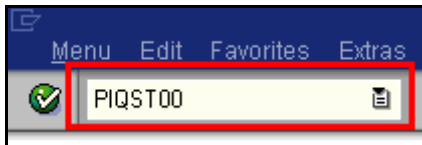
**Process:** Use this process when you need to add a non-standard address in IRIS on the Address Overview tab.

**Role:** Authorized Personnel

**Frequency:** When Needed

## BEGINNING

Enter the transaction code



**PIQST00** <- Two zeros on the end

## STUDENT FILE SCREEN

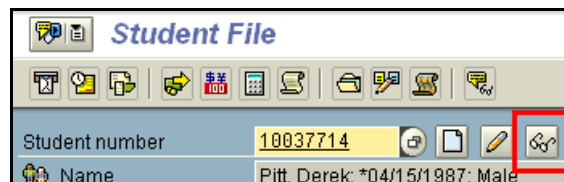
**Student Number**



Enter the student's **Student Number**

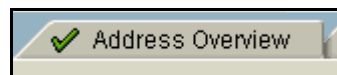
Press **Enter** to pull up the student's records

Click on the **Student Master Data Display** icon to the right of the **Student Number** field

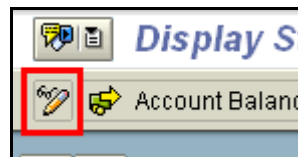


## STUDENT MASTER DATA SCREEN

Click on the **Address Overview** tab

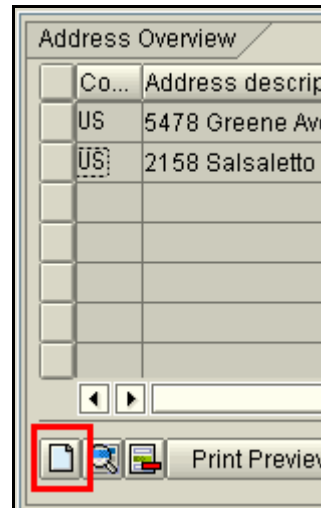


Click on the **Display <-> Change** toggle icon in the **Application Toolbar**



## ADDRESS OVERVIEW TAB

Click on the **Create** icon below the **Address Overview** section



### Street

Street

Enter the student's street address

### City

City/State/ZIP Code

Enter the student's city

### State

City/State/ZIP Code

Enter the student's state

### ZIP Code

City/State/ZIP Code

Enter the student's ZIP Code

### Country (Required)

Country

Enter the address' country

**Note:** This is a required field!

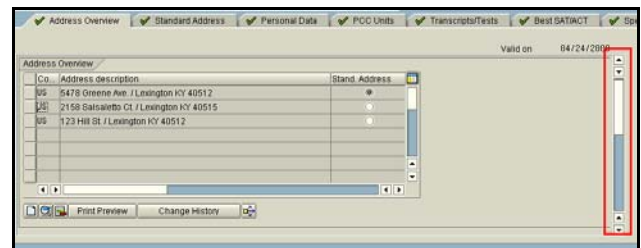
### Telephone

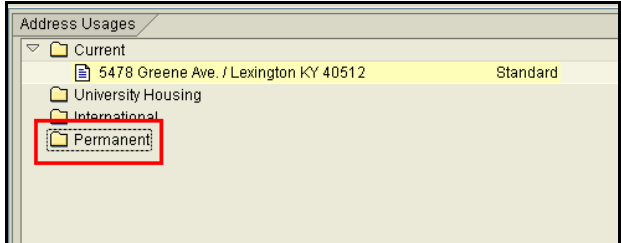
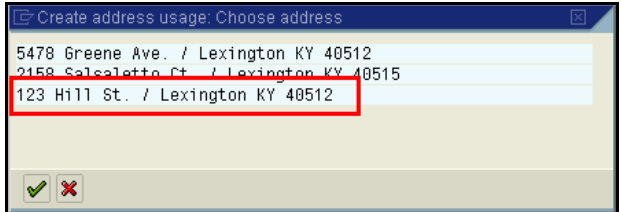
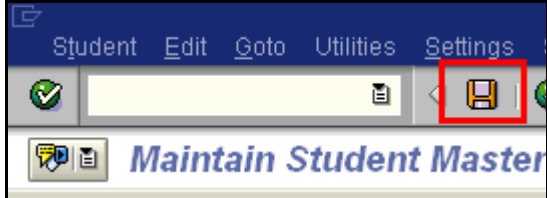
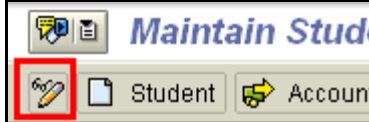

Telephone

Enter the student's telephone number including area code

Press **Enter** to validate the data entry

Use the scroll bar on the far right of the screen to scroll down to the **Address Usages** section



<p>Double-click on the appropriate usage folder</p> <p><b>Note:</b> Only one address is allowed for each usage.</p>	
<p>When the <b>Create Address Usage</b> window displays, double-click on the appropriate address</p>	
<p>Click on the <b>Save</b> icon located on the <b>Standard Toolbar</b></p>	
<p>Click on the <b>Display &lt;-&gt; Change</b> toggle icon in the <b>Application Toolbar</b></p>	
<p>Click on the <b>Back</b> icon in the <b>Standard Toolbar</b> to return to <b>Student File</b></p>	
<p>Click on the <b>Back</b> icon in the <b>Standard Toolbar</b> to return to the <b>Easy Access Menu</b></p>	