

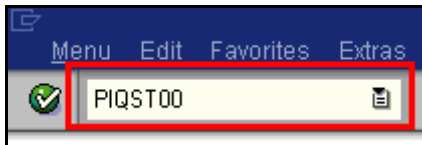
**Process:** Use this process when you need to change a non-standard address in IRIS on the Address Overview tab.

**Role:** Authorized Personnel

**Frequency:** When Needed

## BEGINNING

Enter the transaction code



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

## STUDENT FILE SCREEN

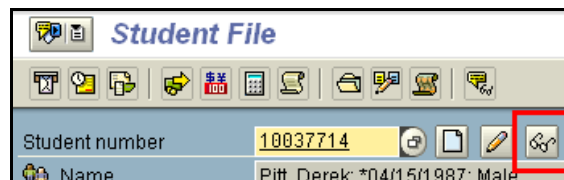
**Student Number**



Enter the student's **Student Number**

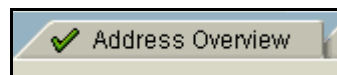
Press **Enter** to pull up the student's records

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

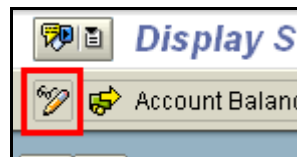


## STUDENT MASTER DATA SCREEN

Click on the **Address Overview** tab

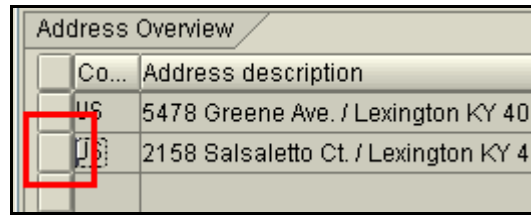


Click on the **Display <-> Change** toggle icon in the **Application Toolbar**

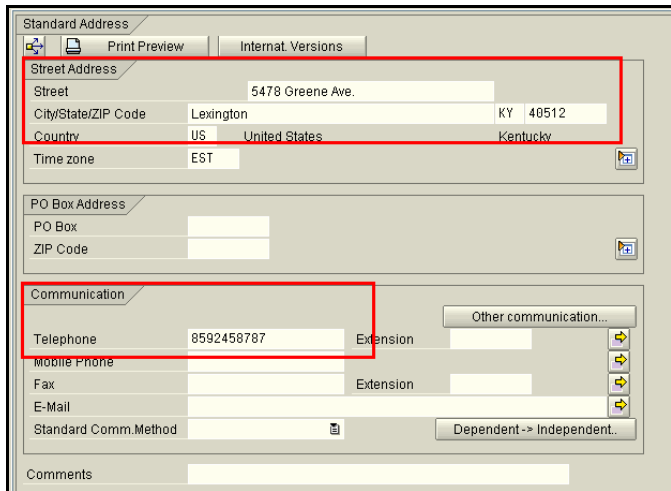
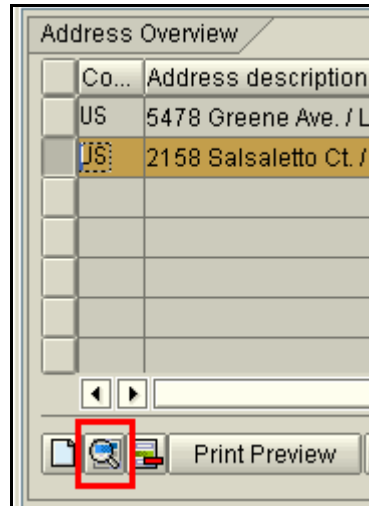


**ADDRESS OVERVIEW TAB**

In the **Address Overview** section, click on the **Select** icon to the left of the address you want to change



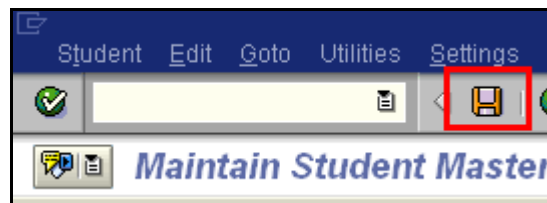
Click on the **Choose** icon below the **Address Overview** section






Change the appropriate fields:  
**House No/Street**  
**City**  
**State**  
**ZIP Code**  
**Country**  
**Telephone**

Press **Enter** to validate the data entry

Click on the **Save** icon located on the **Standard Toolbar**



<p>Click on the <b>Display &lt;-&gt; Change</b> toggle icon in the <b>Application Toolbar</b></p>	 <p>Maintain Stud Student Account</p>
<p>Click on the <b>Back</b> icon in the <b>Standard Toolbar</b> to return to <b>Student File</b></p>	 <p>Utilities Settings System</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>	 <p>Utilities Settings System</p>