

**Process:** Use this process when you need to change a student's address in IRIS.

**Role:** Authorized Personnel

**Frequency:** When Needed

## BEGINNING

Enter the transaction code

PIQST00

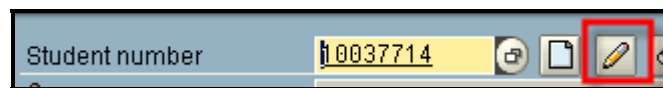
## STUDENT FILE SCREEN

Enter the student's Student ID number in the **Student Number** field or search via the **Possible Entries** icon



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

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



## STUDENT MASTER DATA SCREEN

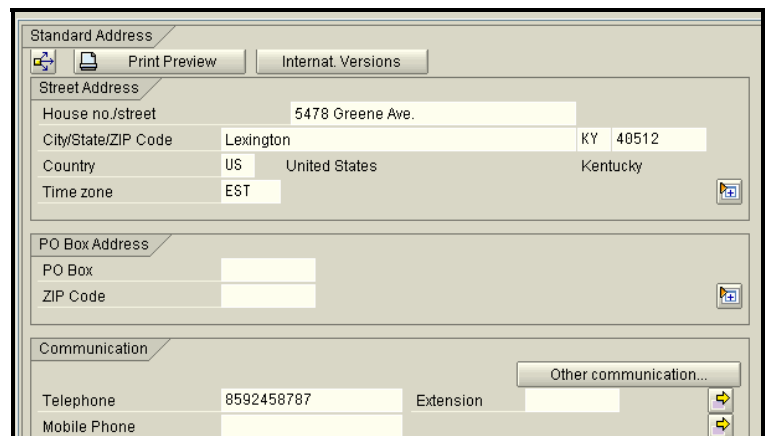
Click on the **Standard Address** tab



## STANDARD ADDRESS TAB

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**



Exit the transaction

The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>