

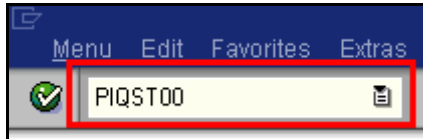
**Process:** Use this process when you need to change a student's address in IRIS.

**Role:** Authorized Personnel

**Frequency:** When Needed

## BEGINNING

Enter the transaction code



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

## STUDENT FILE SCREEN

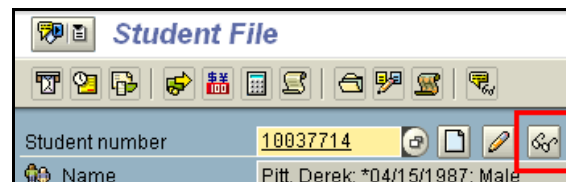
**Student Number**



Enter the student's **Student Number**

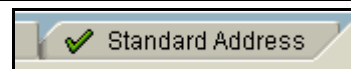
Press **Enter** to pull up the student's records

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

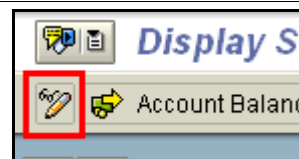


## STUDENT MASTER DATA SCREEN

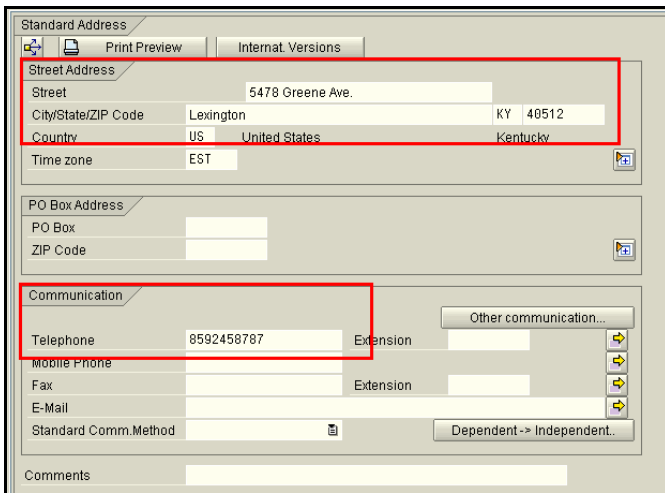
Click on the **Standard Address** tab



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



## STANDARD ADDRESS TAB



The screenshot shows the 'Standard Address' form with the following fields highlighted in red:

- Street Address:** Street (5478 Greene Ave.), City/State/ZIP Code (Lexington KY 40512), Country (US United States Kentucky), Time zone (EST).
- Communication:** Telephone (8592458787), Extension, Mobile Phone, Fax, E-Mail, Standard Comm. Method, and a 'Dependent-> Independent...' button.

Change the appropriate fields:

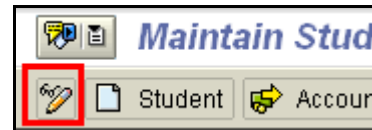
- House No/Street**
- City**
- State**
- ZIP Code**
- Country**
- Telephone**

Press **Enter** to validate the data entry

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



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



Click on the **Back** icon in the **Standard Toolbar** to return to **Student File**



Click on the **Back** icon in the **Standard Toolbar** to return to the **Easy Access Menu**

