# How to Make Address Changes in LOUIE

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Basic Navigation

Log into LOUIE, and go to the Student Center. Select Addresses in the drop down menu in the Personal Information section. Click the >> button.
From this screen you can edit a pre-existing address, delete a pre-existing address or add a new address.

If you are an employee and attempt to enter an address for a country other than the USA and experience difficulty, please call the NAU Human Resources Department at 523-2223 or send an e-mail to hr.contact@nau.edu.
**Editing a Pre-Existing Address**

**Editing a Pre-Existing Address:** To edit an address, click the *edit* button next to the appropriate address that you wish to change. It will take you to the Edit Address page, where you can make changes to the address that is listed in the system. To change the country, click the *Change Country* link. Once you have made all the desired changes, click OK.

![Edit Address Form](image)

**Instructions:**
- Do not use punctuation.
- Please abbreviate ST, DR, AVE, PO BOX, etc.
- Street Address, City, State and Zip Code are required.
Deleting a Pre-Existing Address

**Deleting a Pre-Existing Address:** To delete an address, click the delete button next to the appropriate address that you wish to delete. It will take you to the Delete Address page. Verify that you have selected the correct address to delete and then click the Delete button.

[Image of Address deletion interface]

**Delete Address**

**Delete Other 2 Address**

Date delete will take effect: 09/18/2013

[Button: DELETE]

[Link: Return to Current Addresses]

**Delete Address**

**Delete Confirmation**

Are you sure you want to delete this address (Other 2)?

[Button: YES - DELETE]

[Button: NO - DO NOT DELETE]
Adding a New Address

Adding a New Address: To add a new address, click the Add A New Address button. A window will pop up, type in the zip code.

Once you have selected the city, state, and zip code you can begin typing in the address.
Once you have selected the correct address, it will auto populate in the pop up screen. Click Accept.
The address will populate on the Edit Address page. Once you have verified that this is the correct address, click OK.
Select the Address Types, and click Save.

You will receive a confirmation that your save was successful. Click OK.