



NORTHERN ARIZONA UNIVERSITY

Office of the Registrar

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.

The screenshot shows the LOUIE Student Center interface. At the top, there are two tabs: "Student" and "Self Service". A red arrow points to the "Student" tab. Below the tabs is a header "LOUIE Student Center" and a sub-header "Student Center".

The main content area is divided into three sections:

- Academics:** Includes links for Search, Plan, Enroll, and My Academics. A message box states "You are not enrolled in classes." with an "enrollment shopping cart" link. A dropdown menu shows "other academic..." with a right-pointing arrow button.
- Finances:** Includes a "My Account" section with links for Account Inquiry, View Invoices, Direct Deposit Link, and 1098T Forms. A "Financial Aid" section with links for View Financial Aid, Accept/Decline Awards, and Federal Work Study Eligibility. A message box states "You have no outstanding charges at this time." with a "make a payment" link. A dropdown menu shows "other financial..." with a right-pointing arrow button.
- Personal Information:** Includes links for Demographic Data, Emergency Contact, and Names. A "Contact Information" section with links for Home/Permanent Address, Mailing Address, Daytime Phone, and NAU E-mail. A dropdown menu shows "Addresses" with a right-pointing arrow button. Both the "Addresses" dropdown and the arrow button are highlighted with red boxes.

From this screen you can edit a pre-existing address, delete a pre-existing address or add a new address.

Navigation breadcrumb: Favorites > Main Menu > Self Service > Campus Personal Information > Addresses

Search: go to ...

Personal Information | Security

addresses | names | phone numbers | email addresses | emergency contacts | demographic information

Addresses

View, add, change or delete an address.

Address Type	Address		
Home		<input type="button" value="edit"/>	
Mail		<input type="button" value="edit"/>	
Check		<input type="button" value="edit"/>	<input type="button" value="delete"/>
Billing		<input type="button" value="edit"/>	
Diploma		<input type="button" value="edit"/>	<input type="button" value="delete"/>
Refund		<input type="button" value="edit"/>	
Business		<input type="button" value="edit"/>	<input type="button" value="delete"/>
Other 2		<input type="button" value="edit"/>	<input type="button" value="delete"/>
Permanent		<input type="button" value="edit"/>	<input type="button" value="delete"/>
Physical		<input type="button" value="edit"/>	

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.

Favorites Main Menu > Self Service > Campus Personal Information > Addresses


Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State:  Postal:

County:

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.

Favorites Main Menu > Self Service > Campus Personal Information > Addresses

Addresses

Delete Address

Delete Other 2 Address



Date delete will take effect

09/18/2013 (example: 12/31/2000)

DELETE

[Return to Current Addresses](#)

Favorites Main Menu > Self Service > Campus Personal Information > Addresses

Delete Address

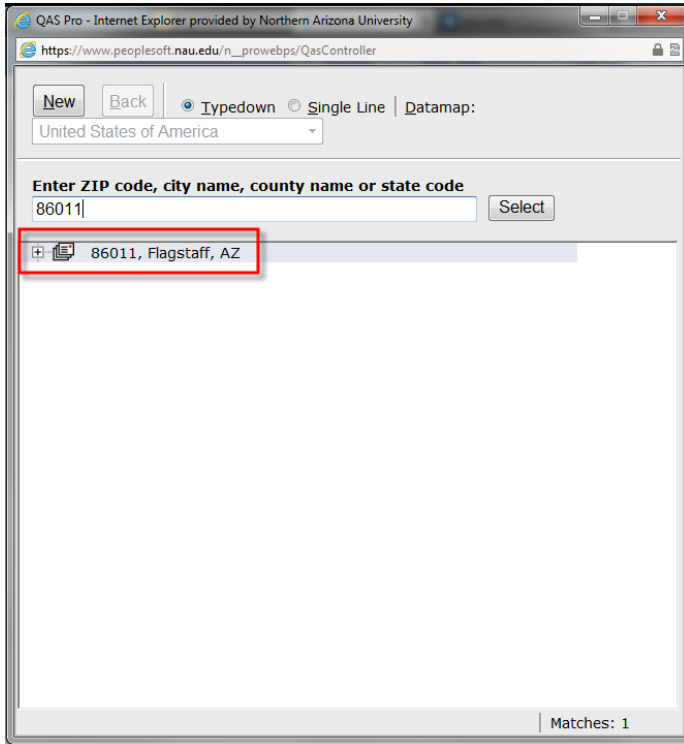
Delete Confirmation

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

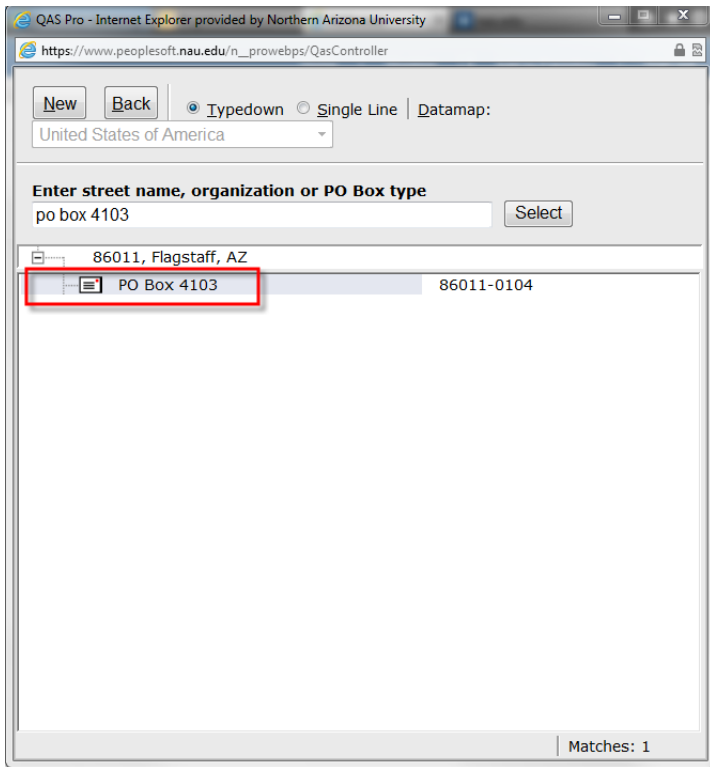
YES - DELETE No - DO NOT DELETE

Adding a New Address

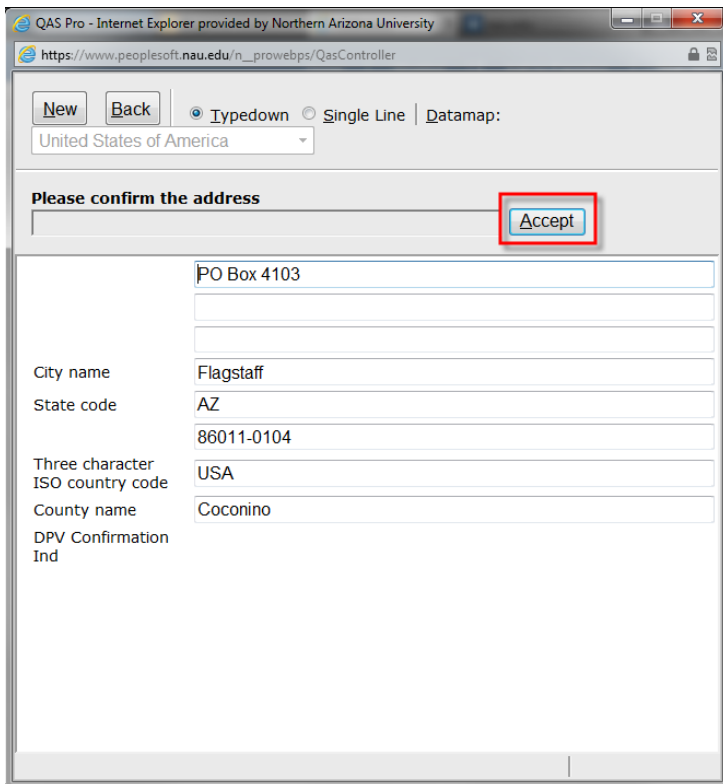
Adding a New Address: To add a new address, click the Add A New Address button. A window will pop up, type in the zip code.



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.

Favorites Main Menu > Self Service > Campus Personal Information > Addresses


Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State:  Postal:

County:

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

Select the Address Types, and click Save.

Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address		Address Types
PO Box 4103 Flagstaff, AZ 86011-0104 Coconino	Edit Address	<input checked="" type="checkbox"/> Home *
		<input type="checkbox"/> Mail *
		<input type="checkbox"/> Check *
		<input type="checkbox"/> Billing *
		<input type="checkbox"/> Diploma *
		<input type="checkbox"/> Refund *
		<input type="checkbox"/> Business *
		<input type="checkbox"/> Other 2
		<input type="checkbox"/> Permanent *
		<input type="checkbox"/> Physical *
Date new address will take effect	09/18/2013 (example: 12/31/2000)	
<input checked="" type="button" value="SAVE"/>	Return to Current Addresses	

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

Add a new address	
Save Confirmation	
	The Save was successful.
<input checked="" type="button" value="OK"/>	