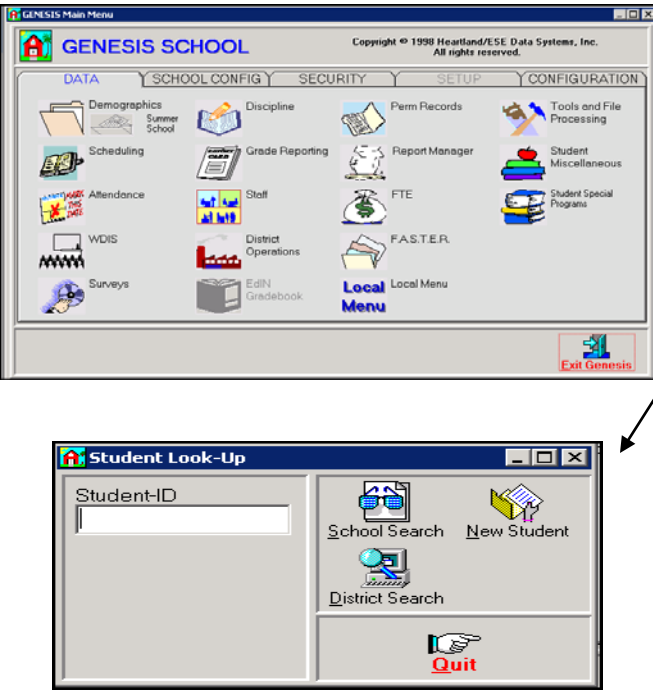
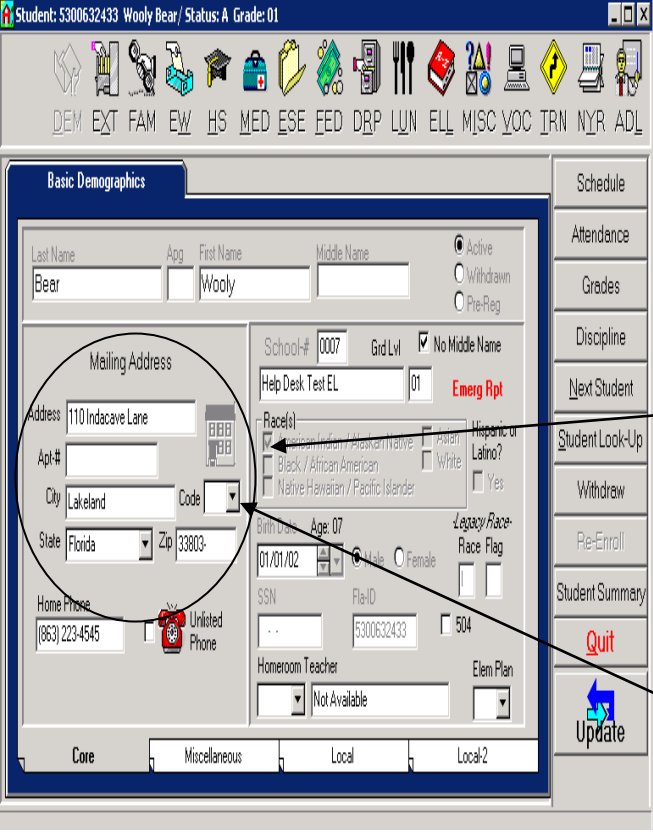
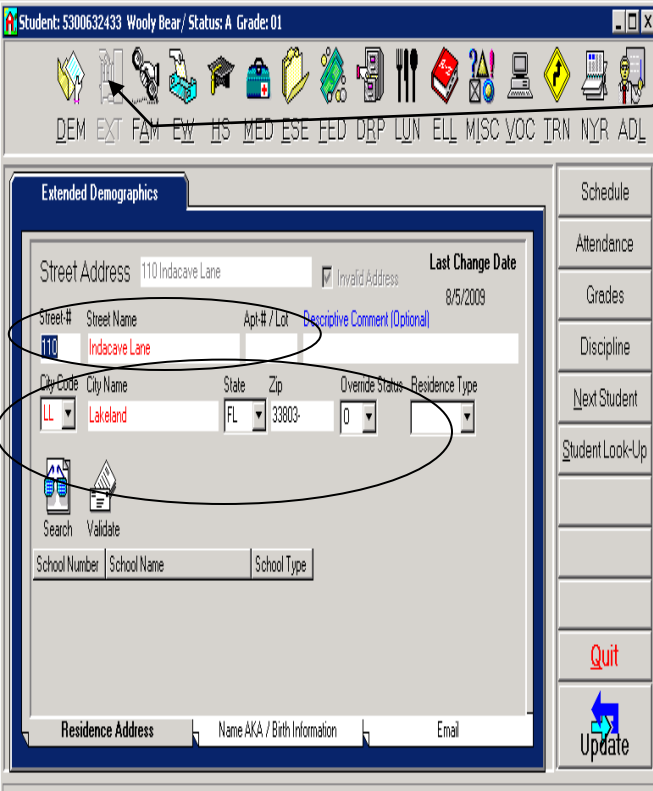
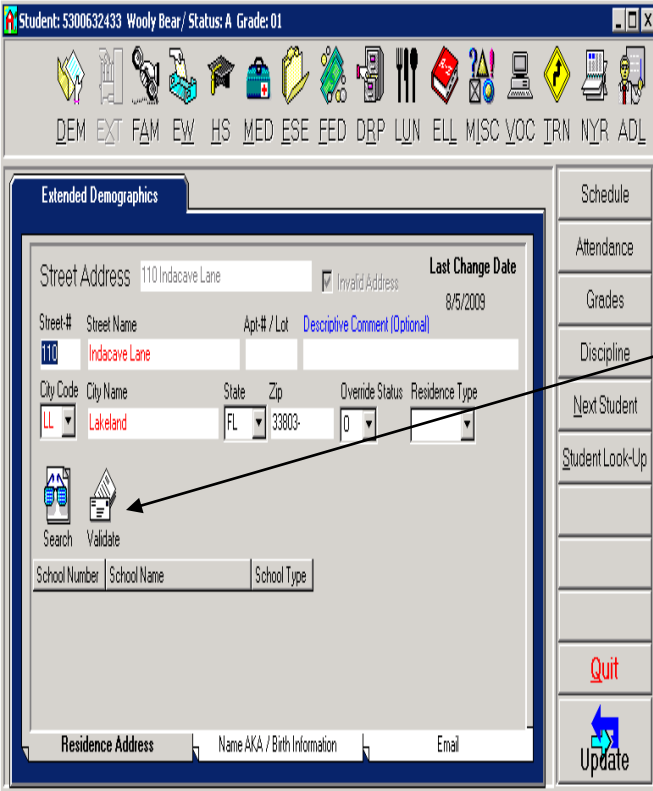


Genesis Demographics Locating Student Addresses

Steps	Screen Displayed	Procedures
1		<p>Logon to Genesis using the Logon Documentation.</p> <p>• Locate the student using the Student Look up screen. Refer to <u>Look up Student Information</u> documentation.</p>
2		<p>The Basic Demographics folder is displayed.</p> <p><u>To Update a Mailing Address:</u></p> <ul style="list-style-type: none"> • Click on Address field • Type the updated Address • Press Tab • Type the APT# when applicable • Press Tab • Type the City name • Click drop down and Select Code • Press Tab • Click drop down and Select State • Press Tab • Type the correct Zip code <p><u>NOTE:</u> Entering a city code will populate the city, state and zip fields, (change zip code when applicable).</p>

Genesis Demographics Locating Student Addresses

Steps	Screen Displayed	Procedures
3		<p><u>To Change Residence Address:</u></p> <ul style="list-style-type: none"> • Click on EXT icon <p>The Extended Demographics Residence Address page is displayed with the Street # highlighted. Street Address field cannot be directly changed but is updated from the Street # and Name fields.</p> <ul style="list-style-type: none"> • Type the correct Street # • Press Tab • Type the correct Street Name • Press Tab • Type the correct Apt#/Lot when applicable • Press Tab • Click on City Code drop down • Select the correct City Code <p>City Code for out-of-county cities will default to ZZ when City Name is entered.</p> <ul style="list-style-type: none"> • City Name and State default and the cursor moves to Zip • Type the correct Zip Code
4		<p><u>To Validate an Address:</u></p> <p>When an address is invalid it will display in red.</p> <p>A check will appear next to the Invalid Address and the Override Status will have an entry.</p> <ul style="list-style-type: none"> • Click on Validate button. <p>The address will display in black print if the address is validated and the Invalid Address and Override Status fields will become blank.</p> <p>If the Address is invalid, proceed to Step 5.</p>

Genesis Demographics Locating Student Addresses

Steps	Screen Displayed	Procedures
5		<p><u>To Search for a Valid Address:</u></p> <ul style="list-style-type: none"> Click on Search button <p>The City Name Search screen displays with the current street name in the Street Name field. Changes to the street name can be made before searching if needed.</p> <ul style="list-style-type: none"> Click on the part of the address records the search will be trying to match, select one of the two choices: <ul style="list-style-type: none"> Left Most Character OR Anywhere in Street Name Click on Search <p>A list of matching street names will display with the appropriate Street # indicated in the low and high number columns.</p> <ul style="list-style-type: none"> Double Click a street name <p>When no matching street name can be found an Override Status code is needed.</p>
6		<p>THINGS TO REMEMBER!!!!</p> <p><u>Do not use 'X' in top right of Page to exit Genesis:</u></p> <p><u>To Exit a Page in Genesis:</u></p> <ul style="list-style-type: none"> Click the Exit or Quit button Click the Update button whenever information is <u>added, deleted, or changed.</u> <p>NOTE: When a change is made and not updated a message prompt to save changes will display when another folder is selected</p>