


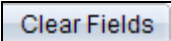





Edit an Address

Step	Action
1.	Click the Addresses list item. 
2.	Click the Go button. 
3.	Click the Edit button next to the address you wish to update. 
4.	To remove the current address information click the Clear Fields button. 
5.	Enter the desired information into the Address 1 field. In this example enter a valid value e.g. " 0/1 ".
6.	Enter the desired information into the Address 2 field. In this example enter a valid value e.g. " 17 Esmond Street ".
7.	Enter the desired information into the City field. In this example enter a valid value e.g. " Glasgow ".
8.	Enter the desired information into the Post Code field. In this example enter a valid value e.g. " G3 8SN ".
9.	Click the OK button. 
10.	Click the Save button. 
11.	Click the OK button. 
12.	<p>Congratulations, you have successfully edited an address.</p> <p>If you were unable to edit the address please contact the Student Services Enquiry Team in the Fraser Building.</p> <p>End of Procedure.</p>