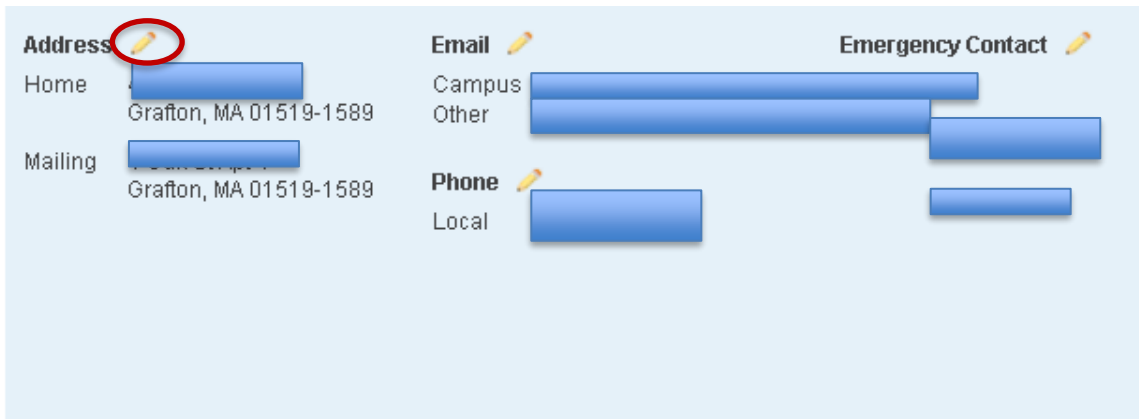


How to Add an Address in SIS and Resolve a Hold on Your Account

IMPORTANT TO NOTE: Even if you have already added in SIS your local address under the address type category of “Home” or “Mailing” or “Billing,” the University is requiring all students to have an address listed under the **address type category of “Local.”** As a result, many of you may need to enter an additional address in SIS and repeat the same address that you may have already entered in SIS, only this time be sure to check off the “Local” address type category and click, Save. Once you’ve completed this step, you’ll need to “refresh” in order for your action to be officially processed in SIS (either click on the Home (little house) button or log out and then log back in and you should see that the Hold has been removed from your SIS account.

STEP ONE: Click on the pencil icon:



The screenshot shows a user profile page with several sections: Address, Email, Emergency Contact, and Phone. Each section has a pencil icon next to it, indicating that the information can be edited. The Address section is highlighted with a red circle around the pencil icon. The Address section shows two entries: Home and Mailing, both with the address Grafton, MA 01519-1589. The Email section shows Campus and Other entries. The Emergency Contact section is empty. The Phone section shows a Local entry.

STEP TWO: Once you click on the pencil icon, you will be directed to the edit page for your addresses; AND YOU NEED to click the green radio button titled, Add a New Address:

Address Type	Address			Confirm Current Local Address Valid
Home	Grafton, MA 01519-1589 Worcester United States	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mail	Grafton, MA 01519-1589 Worcester United States	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



STEP THREE: Once you click the Add a New Address radio button, you will need to enter in the empty screen your local address (for some of you this may be a repeated address listing) and once you click the “OK” button you will be brought to the next screen, which is critical for the removal of your Hold.

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State:

Postal:

County:

STEP FOUR (LAST STEP): You’ll be able to review that you entered your new address listing correctly and under the ADDRESS TYPE category, you must click the “Local” button and then click, Save.

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

[Edit Address](#)

Middlesex
United States

Date new address will take effect: 09/01/2015 (example: 12/31/2000)

[Return to Current Addresses](#)

Address Types

- Home *
- Billing
- Local
- Mail *
- Diploma

Once you’ve completed this step, you’ll need to “refresh” in order for your action to be officially processed in SIS (either click on the Home button at the top of your SIS page, or log out and then log back into your SIS account and you should see that the Hold has been removed.