

Understanding Address Fields in MyEducation BC

Address values in MyEducation BC are the same format for school address, student address and staff address. These address fields behave the same for Mailing Address as well. Address fields appear in the following areas:

- School top tab > Setup side tab > Details leaf > Address sub-top tab
- Student top tab > Details side tab > Addresses sub top-tab
- Student top tab > Contacts side tab > Click into the details of a contact > Addresses sub top-tab
- Staff top tab > Details side tab > Click into the details of a staff record > Physical Address box

Data that has been converted and is formatted differently (ex. BOX 12, or Maple Street instead of Maple St) will not cause a validation error until you attempt to change the address data on the student record. At that point, you will need to put the information into the correct format.

Canada Post conventions for street types have been applied to the validation of addresses, so abbreviations must be used when entering a street type. The validation tool provides a selection list for valid street types, if required.

Street Address:

| Address Component | User enters . . . |
|-----------------------|---|
| Apt/Unit/Complex | Only the number or letter of the apartment, unit or complex |
| Street number | The street number of the building |
| Street prefix | Street prefix, if there is one. |
| Street name | Name of the street, without the street type |
| Street type | Street type as per Canada Post abbreviation conventions. Example: Rd, St, etc. |
| Street post direction | Street direction that comes after the street name, if there is one. This value should be the abbreviated street direction. Example: Gordon St SE |
| Street pre direction | Street direction that comes before the street name, if there is one. This value should be the abbreviated street direction. Example: N Gordon St |

RR Number/PO Box

Example 1: RR, CONC, LOT information

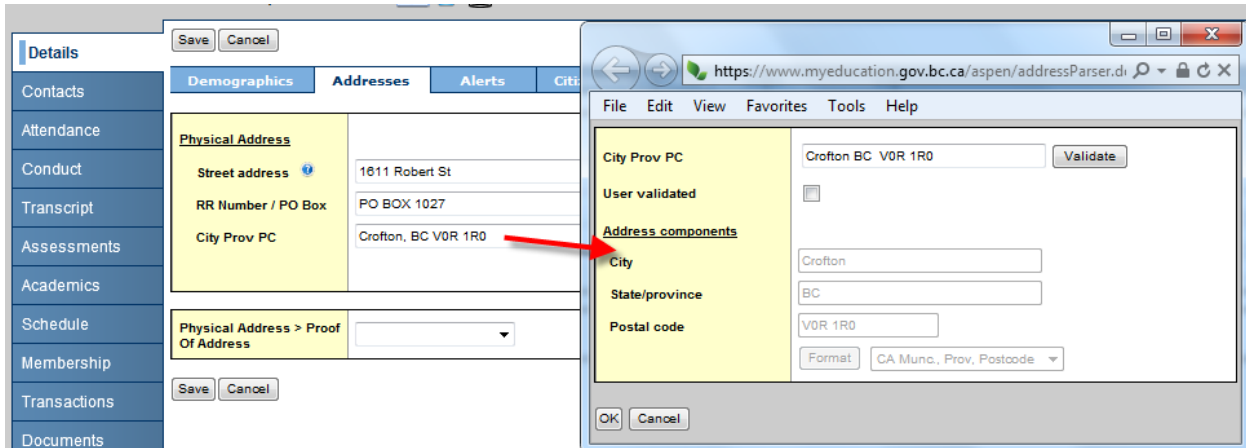
The screenshot shows a web application interface with a sidebar on the left containing menu items: Details, Contacts, Attendance, Conduct, Transcript, Assessments, Academics, and Schedule. The main content area has tabs for Demographics, Addresses, Alerts, Citizenship, Programs, and Permissions. The 'Addresses' tab is active, showing a 'Physical Address' section with fields for Street address (1306 Sturdies Bay Rd), RR Number / PO Box (RR 1 CONC 1 LOT 1), and City Prov PC (Galiano, BC V0N 1P0). A modal dialog box is open over the form, with a red arrow pointing from the browser's address bar to the 'RR Number / PO Box' field in the dialog. The dialog also shows the 'RR Number / PO Box' field with the value 'RR 1 CONC 1 LOT 1' and 'OK' and 'Cancel' buttons.

Example 2: PO BOX information

The screenshot shows the same web application interface as Example 1. The 'Addresses' tab is active, showing a 'Physical Address' section with fields for Street address (1611 Robert St), RR Number / PO Box (PO BOX 1027), and City Prov PC (Crofton, BC V0R 1R0). A modal dialog box is open over the form, with a red arrow pointing from the browser's address bar to the 'RR Number / PO Box' field in the dialog. The dialog also shows the 'RR Number / PO Box' field with the value 'PO BOX 1027' and 'OK' and 'Cancel' buttons.

| Address component | User enters . . . |
|-------------------|--|
| RR Number/PO Box | <p>This field may contain: RR, PO BOX, LOT, CONC or GD information. When entering data, these fields should be entered in block caps as follows:</p> <ul style="list-style-type: none"> • RR • PO BOX • LOT • CONC • GD |

City Prov PC

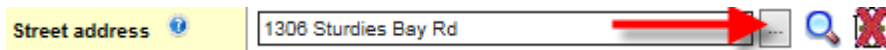


| Address Component | User enters . . . |
|-------------------|--|
| City | Name of the city, town, etc. |
| Province | BC |
| Postal code | Postal code in Canada Post convention format A1A 1A1 |

Entering Addresses in MyEducation BC

Scenario 1: Modifying an existing address

1. Click on the icon at the end of the address field to open up the validation window



2. In the pop-up validation window, verify that the address components appear in the correct fields:

Apt/Unit/Complex: **enter only a number or letter**. Do not preface the letter or number with Apt, Unit, etc.

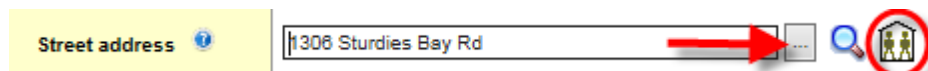
3. If a validation warning is received on entering this window and the address components do NOT appear in the correct fields:

- a. Check the **User validated** check box. This opens up the address fields to be populated manually.

| | | |
|---------------------------|-------------------------------------|----------------------|
| Street address | 1306 Sturdies Bay Rd | Validate |
| User validated | <input checked="" type="checkbox"/> | |
| Address components | | |
| Apt / Unit / Complex | <input type="text"/> | |
| Street number | 1306 | |
| Street prefix | <input type="text"/> | |
| Street name | Sturdies Bay | |
| Street type | Rd | ▼ |
| Street post direction | <input type="text"/> | |
| Street pre direction | <input type="text"/> | |
| Format | | CA Civic Address 2 ▼ |

- b. Type the address components into the appropriate fields.
4. Click **OK**
 5. Click **Save** on the student record.

Note: If the address is already in MyEducation BC, attached to a sibling or contact, you can use the magnifying glass to select the address from a list, which will automatically populate the entire address *and identify it as a shared address between the student and the sibling or contact you selected*. Subsequent changes to this shared address will prompt the user to choose if they want to update the address for the records attached to the shared address.



Scenario 2: Entering an address on a new student record

This can be done through the registration wizard when registering a student at Options > Registration > Register Student > Step 2 of 4 of the wizard > Address sub-top tab, or through Student top tab > Details side tab > Addresses sub top-tab.

1. Enter the address in the street address field.
2. Click the validate button and follow the steps as for modifying an existing address.