



# AIM QUICK FIXES

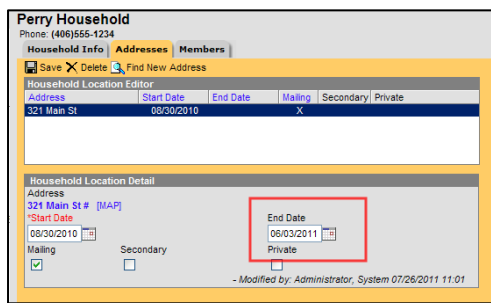


## Changing Household Address

**SCENARIO:** Student moves over the summer.  
**FIX:** Need to change address in AIM.

Click the **Search** tab. *Search for a:*  
**Household.** Enter the student's last name and click **Go**.

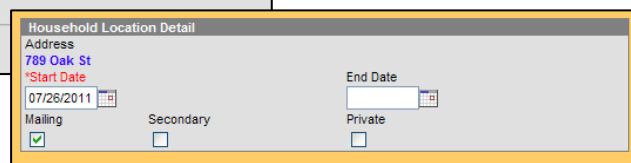
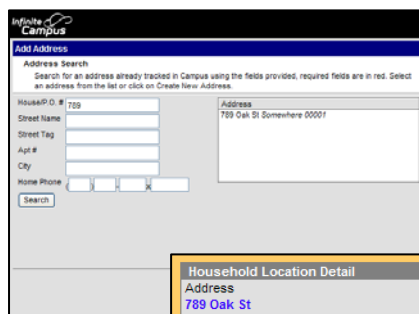
From the *Search Results* click the **Household Name**, then the **Addresses** tab.



Open the current address and enter an *End Date* (the last day of school in the prior year – or at least one before today's date). Click **Save**.

Click **Find New Address**. Enter the *House/P.O. #* and click **Search**.

If the address already exists, click the address and enter the new *Start Date*.



If the address does not exist, click **New Address**. Enter the address information and click **Save**.

Enter the *Start Date* and click **Save** again.

