



AIM QUICK FIXES

Changing Household Address

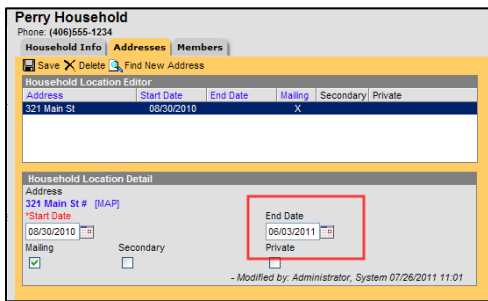
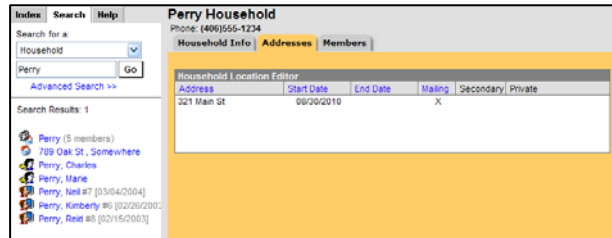


SCENARIO: Student moves over the summer.

FIX: Need to change address in AIM.

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

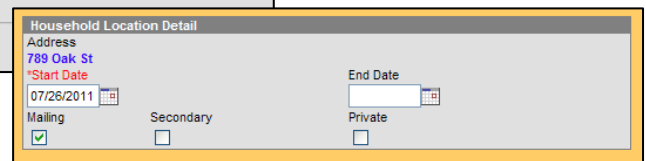
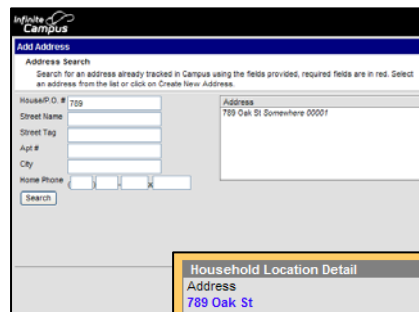
From the *Search Results* click the **Household**
Name, then the **Addresses** tab.



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.

