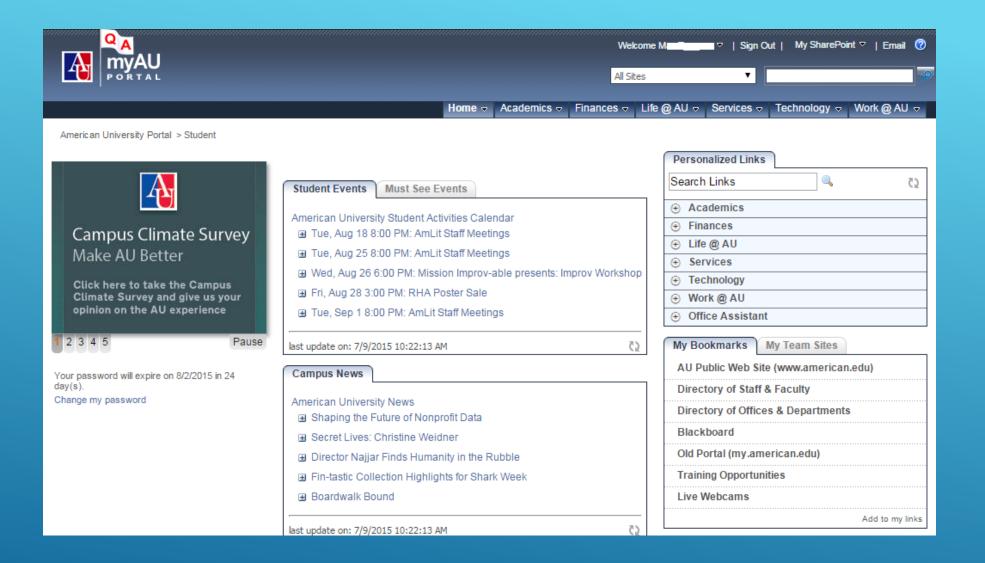
OVERVIEW OF THE ADDRESS VERIFICATION PROCESS

Office of the University Registrar
American University
Fall 2015

NEW IN FALL 2015

- > At the start of each Fall and Spring term, AU students will be required to provide or confirm:
 - > home address

 - emergency contact information



View of the AU Portal when a student has access.

Block on Record for M

To stay compliant with University Policy, review and verification of specific information is periodically required. The following information currently requires your review. When all of the required information has been reviewed and verified, you will be redirected to the myAU home page.

Emergency Contact Information Block

To stay compliant with University policy, please provide information for one emergency contact. Please verify the current information or provide an updated home/permanent address.

Resolve Now

In-Session Address Block

To stay compliant with University policy, please provide a current in-session/local address.

Resolve Now

Home Address Block

To stay compliant with University policy, please provide a current home/permanent address.

Resolve Now

What the student sees when logging into the portal when a portal block is active.

Block on Record for M

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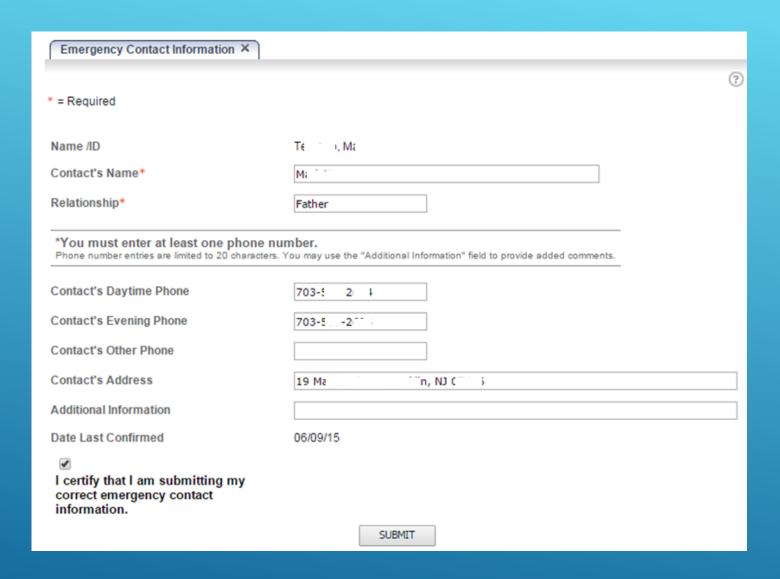
Resolve Now

Home Address Block

To stay compliant with University policy, please provide a current home/permanent address.

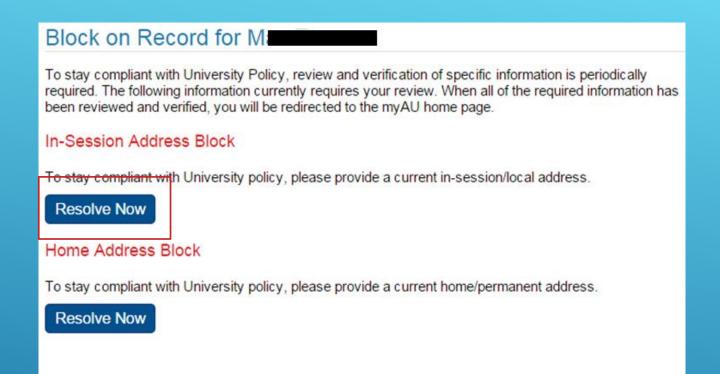
Resolve Now

The student must take action on all three blocks by clicking "Resolve Now."



Emergency contact Name and Relationship are required fields.

At least one phone number must be entered in order to submit.



Once the student submits the form, that block is automatically removed and the student can continue with the next block.

Ma ISA Street Address/Apartment	
Street Address/Apartment	
Street Address/Apartment	
745 Street	
City Arlington State Virginia ▼ Zip Code 22	
Country	
Phone Number Ext Type	
9: CELL Cell Phone ▼	
E-Mail Address ma >@gmail.com	
Effective Start 07/09/15 Effective End (If end date is unknown, please leave blank	()
✓ I certify that I am submitting my correct address.	
SUBMIT	

With each of the forms, the student certifies that he or she is submitting accurate and up-to-date information.

Block on Record for Ma

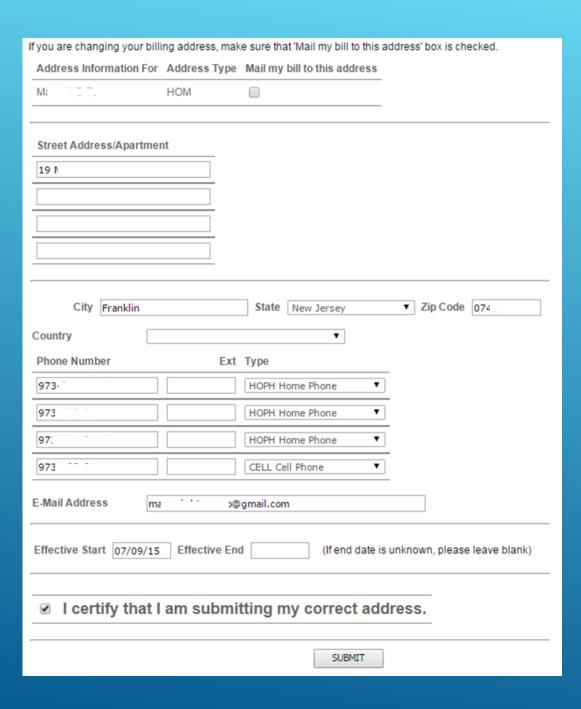
To stay compliant with University Policy, review and verification of specific information is periodically required. The following information currently requires your review. When all of the required information has been reviewed and verified, you will be redirected to the myAU home page.

Home Address Block

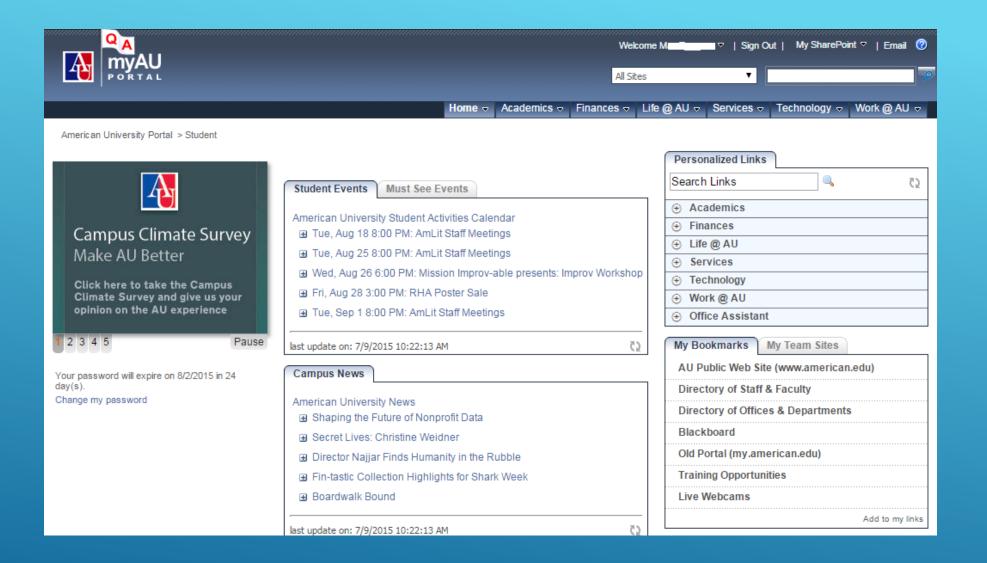
To stay compliant with University policy, please provide a current home/permanent address.

Resolve Now

Two blocks cleared, one block to go!



Home address information will default from the Student Information System, giving the student the opportunity to review and update.



Once the blocks are cleared, the student will regain full access to the portal.