

# 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
    - ▶ in-session address
    - ▶ emergency contact information
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

QA  
myAU  
PORTAL

Welcome M [redacted] | Sign Out | My SharePoint | Email

All Sites

Home | Academics | Finances | Life @ AU | Services | Technology | Work @ AU

American University Portal > Student

### Campus Climate Survey

Make AU Better

Click here to take the Campus Climate Survey and give us your opinion on the AU experience

1 2 3 4 5 Pause

Your password will expire on 8/2/2015 in 24 day(s).  
Change my password

#### Student Events

**Must See Events**

- American University Student Activities Calendar
  - Tue, Aug 18 8:00 PM: AmLit Staff Meetings
  - Tue, Aug 25 8:00 PM: AmLit Staff Meetings
  - Wed, Aug 26 6:00 PM: Mission Improv-able presents: Improv Workshop
  - Fri, Aug 28 3:00 PM: RHA Poster Sale
  - Tue, Sep 1 8:00 PM: AmLit Staff Meetings

last update on: 7/9/2015 10:22:13 AM

#### Campus News

American University News

- Shaping the Future of Nonprofit Data
- Secret Lives: Christine Weidner
- Director Najjar Finds Humanity in the Rubble
- Fin-tastic Collection Highlights for Shark Week
- Boardwalk Bound

last update on: 7/9/2015 10:22:13 AM

#### Personalized Links

Search Links

- Academics
- Finances
- Life @ AU
- Services
- Technology
- Work @ AU
- Office Assistant

#### My Bookmarks

**My Team Sites**

- AU Public Web Site (www.american.edu)
- Directory of Staff & Faculty
- Directory of Offices & Departments
- Blackboard
- Old Portal (my.american.edu)
- Training Opportunities
- Live Webcams

Add to my links

View of the AU Portal when a student has access.

## Block on Record for M [REDACTED]

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 [REDACTED]

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](#)

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

Emergency Contact Information X

\* = Required

Name /ID      Telephone, Mobile

Contact's Name\*      Mi

Relationship\*      Father

---

**\*You must enter at least one phone number.**  
Phone number entries are limited to 20 characters. You may use the "Additional Information" field to provide added comments.

Contact's Daytime Phone      703-5 2 1

Contact's Evening Phone      703-5 -2

Contact's Other Phone     

Contact's Address      19 Ma ... n, NJ C

Additional Information     

Date Last Confirmed      06/09/15

I certify that I am submitting my correct emergency contact information.

SUBMIT

Emergency contact Name and Relationship are required fields.

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

## Block on Record for M [REDACTED]

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.

### 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

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



Address Information For Address Type Mail my bill to this address

Me ISA

---

Street Address/Apartment

745 Street

---

City Arlington State Virginia Zip Code 22

Country

Phone Number Ext Type

9 CELL Cell Phone

---

E-Mail Address me@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 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.

### 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!

If you are changing your billing address, make sure that 'Mail my bill to this address' box is checked.

Address Information For Address Type Mail my bill to this address

M:    HOM

Street Address/Apartment

19

City Franklin State New Jersey Zip Code 074

Country

Phone Number	Ext	Type
973		HOPH Home Phone
973		HOPH Home Phone
973		HOPH Home Phone
973		CELL Cell Phone

E-Mail Address mz@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

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

The screenshot displays the myAU Portal interface. At the top, there is a navigation bar with the myAU logo on the left and user options like 'Welcome M...', 'Sign Out', 'My SharePoint', and 'Email' on the right. Below this is a secondary navigation bar with menu items: Home, Academics, Finances, Life @ AU, Services, Technology, and Work @ AU. The main content area is titled 'American University Portal > Student' and contains several blocks:

- Campus Climate Survey:** A large dark green block with the AU logo and text: 'Campus Climate Survey Make AU Better. Click here to take the Campus Climate Survey and give us your opinion on the AU experience'. It includes a progress indicator (1-5) and a 'Pause' button.
- Student Events / Must See Events:** A block titled 'Student Events' with a sub-tab 'Must See Events'. It lists events from the 'American University Student Activities Calendar':
  - Tue, Aug 18 8:00 PM: AmLit Staff Meetings
  - Tue, Aug 25 8:00 PM: AmLit Staff Meetings
  - Wed, Aug 26 6:00 PM: Mission Improv-able presents: Improv Workshop
  - Fri, Aug 28 3:00 PM: RHA Poster Sale
  - Tue, Sep 1 8:00 PM: AmLit Staff MeetingsIt shows a 'last update on: 7/9/2015 10:22:13 AM' and a refresh icon.
- Campus News:** A block titled 'Campus News' with a sub-tab 'Campus News'. It lists news items from 'American University News':
  - Shaping the Future of Nonprofit Data
  - Secret Lives: Christine Weidner
  - Director Najjar Finds Humanity in the Rubble
  - Fin-tastic Collection Highlights for Shark Week
  - Boardwalk BoundIt also shows a 'last update on: 7/9/2015 10:22:13 AM' and a refresh icon.
- Personalized Links:** A block with a 'Search Links' input field and a list of links:
  - Academics
  - Finances
  - Life @ AU
  - Services
  - Technology
  - Work @ AU
  - Office Assistant
- My Bookmarks / My Team Sites:** A block with a sub-tab 'My Team Sites' containing a list of links:
  - AU Public Web Site (www.american.edu)
  - Directory of Staff & Faculty
  - Directory of Offices & Departments
  - Blackboard
  - Old Portal (my.american.edu)
  - Training Opportunities
  - Live WebcamsIt includes an 'Add to my links' button at the bottom right.

At the bottom left, a notification states: 'Your password will expire on 8/2/2015 in 24 day(s). Change my password'.

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