# Managing Addresses
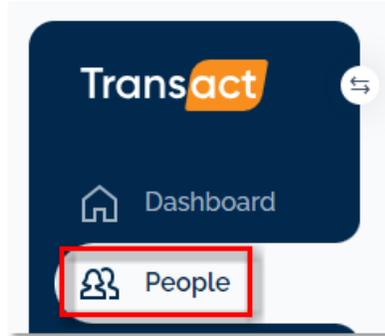
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| Depending on your District's SIS import settings, address data may be overwritten if the address data changes in a nightly import. | |
| To update a participant's address, click the *"People"* tab in your lefthand navigation menu. |  |
| Open the *"List of People"* |  |
| Locate the participant in your List of People. |  |
| Click the pencil icon to open the participant's record. |  |

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| Navigate to the *"Address"* tab of the participant's record. | **John Johnson**<br><br>Personal information    **Address**    Homelessness    School information    › |
| The first address listed is the primary, or "home," address.<br><br>Type or select the correct information for each data field to make changes. | **Address**<br>123 Main St<br><br>**City**<br>City<br><br>**State**<br>North Carolina   × ∨<br><br>**Zip Code**<br>12345<br><br>**Phone**<br><br>**Email** |
| The second address is optional and useful if the participant has a secondary or mailing address. Type or select the correct information for each secondary address data field.<br><br>Type or select the correct information for each data field to make changes. | ☐ Same as home address<br><br>**Address**<br>345 East SW Street Pl<br><br>**City**<br>City<br><br>**State**<br>North Carolina   × ∨<br><br>**Zip Code**<br>54321 |

| If the participant does not have a secondary address, check the *"same as home address"* checkbox.<br><br>Note that some custom fields may be present in your system that should be completed.<br><br>Click *"Save"* to save your changes. |  |