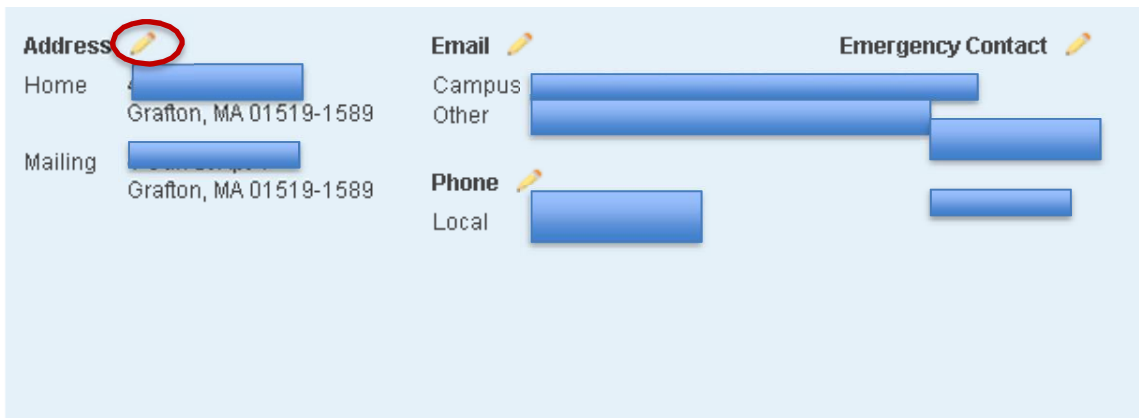# How to Add a Current Address in SIS to Resolve a Hold on Your Account

IMPORTANT TO NOTE: Even if you have already added your current address in SIS as a "Home" or "Mailing" or "Billing," address, the University requires all students to have an address listed with an address type of "Current." As a result, you may need to enter the address again and mark it as a "Current" address type.

STEP ONE: Click on the pencil icon:

STEP TWO: Once you click on the pencil icon, you will be directed to the edit page for your addresses. Click the green button labeled "Add a New Address":

STEP THREE: Once you click the Add a New Address button, enter your current address and click the "OK" button. You will be brought to the next screen, which is critical for the removal of your Hold.

STEP FOUR: Review that you entered your new address listing correctly. Under the ADDRESS TYPE, check the "Current" box and then click "Save."

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address

Somerville, MA 02144-2401
Middlesex
United States

Edit Address

Address Types
☐ Home
☐ Billing
☐ Current
☐ Mail
☐ Diploma

Date new address will take effect   04/10/2019 📅 (example: 12/31/2000)

Save

Return to Current Addresses

STEP FIVE: Lastly you will need to either click on the Home button in the upper left of SIS or log out and then log back in and you should see that the Hold has been removed.

Tufts SIS

Home   Academics   Class