

Look up Student Contact Information

In SPIRE, you have several options for finding a student's contact information:


Go to...	To access...
Student Services Center (<i>Campus Profiles > Student Services Center under the Personal Information heading</i>)	Current UMass email, phone number, and mailing and permanent addresses
Student Bio/Demo Information (<i>Campus Profiles > Student Bio/Demo Information</i>)	All current & future contact information, listed by type.
Search by Type (<i>Campus Profiles > Student Contact Information > Specify Type of Contact Information > Search by Type</i>)	All current & future contact information, search by type of contact information such as Address , and option to refine searches by the available sub-categories such as Mailing .
View All (<i>Campus Profiles > Student Contact Information > Specify Type of Contact Information > View All</i>)	All past, current, and future information, search by type. On the search page, select the Include History check box to view past addresses for each address type. Access to Include History depends on one's security permissions so it may not be available to all users.

Look up All Current Contact Information

The easiest way to access a detailed view of a student's current contact information is to go to the *Student Bio/Demo Information* page. You can also go to the *Personal Information* section of the *Student Services Center* page for a less detailed view of some of a student's current contact information.

To use the *Student Bio/Demo Information* page, in the left *Menu*, go to **Campus Profiles > Student Bio/Demo Information**. The *Add/Update Person* search page will open.

On the *Add/Update Person* search page:

- In the *EMPLID* field, enter the **8-digit ID** of the student whose information you wish to see.
- or -
- In the *Last* and *First Name* fields, enter the student's **Last** and **First Name**.
- Click . The student's *Biographical Details* page will open.
Note: If your search criteria match multiple students, a list of names will appear on the *Add/Update Person* search page. Click any of the links corresponding to your student to access his or her *Biographical Details* page.

Look up Student Addresses

Learn more about the types of addresses you can find in SPIRE, and how to look up a student's past, current, and future addresses.

About Addresses

For each student, SPIRE stores the following address types as applicable:

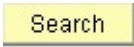
- *Home Country* (international students only)
- *Mailing*
- *Permanent*
- *Residence Hall* (students living on campus only)

Look up All Current Addresses

The easiest way to find all of a student's current address(es) is to go to the *Student Bio/Demo Information* page. **Note:** You can also go to the *Personal Information* section of the *Student Services Center* page to view some of a student's current addresses (e.g., mailing and permanent).

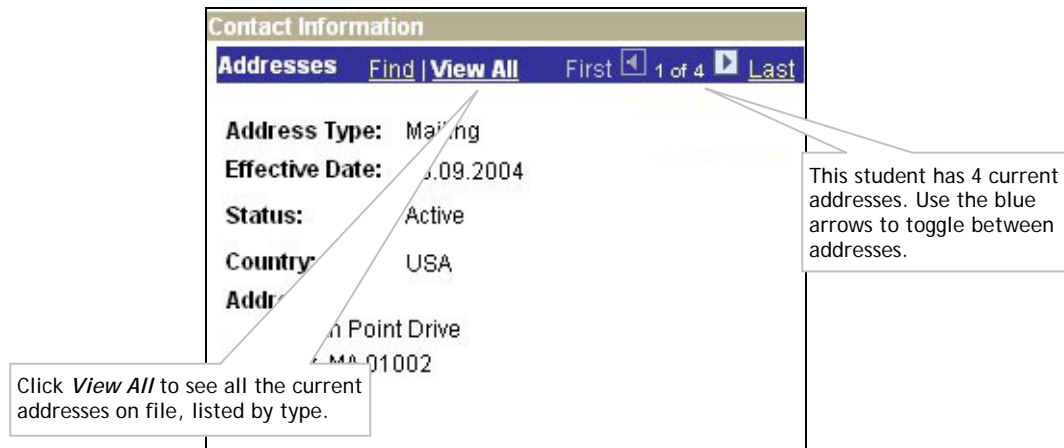
In the left *Menu*, go to **Campus Profiles > Student Bio/Demo Information**. The *Add/Update Person* search page will open.

On the *Add/Update Person* search page:

- In the *EMPLID* field, enter the **8-digit ID** of the student whose addresses you wish to see.
- or -
- In the *Last* and *First Name* fields, enter the student's **Last** and **First Name**.
- Click . The student's *Biographical Details* page will open.
Note: If your search criteria match multiple students, a list of names will appear on the *Add/Update Person* search page. Click any of the links corresponding to your student to access her *Biographical Details* page.

On the *Biographical Details* page, the student's addresses are listed in the lower left corner, under *Contact Information*.

- In the blue navigation bar, click **View All** to see all the current addresses the University has on file, listed by type.
Note: If the student only has one current address, the *View All* link will not be active.



Look up a Single Address


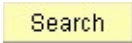
The *Address Search* page allows you to locate a single address based on an address type that you specify.

- In the left *Menu*, go to **Campus Profiles > Student Contact Information > Addresses > Search by Type**. The *Address Search* page will open.
- On the *Address Search* page, in the *Selection Criteria* box:
 - In the *ID* field, enter the student's **8-digit ID**. If you don't know this ID, click the **Magnifying Glass button** (🔍) to retrieve it. You will be prompted for the student's **First** and **Last Name**.
 - Leave the *Usage* and *Email Type* fields blank.
 - Next to the *Address Type* field, click the **Magnifying Glass button** (🔍), then **Look Up** to view all address types available at UMass. Select an address type based on its description (e.g., *MAIL* for *Mailing*, etc.). SPIRE will return to the *Address Search* page with the *Address Type* field already filled in.
 - Click **Search**.
- The student's current address information will open on the same page in the *Address Data* box.
- If a student has more than one address available for an address type, click **View All** in the blue navigation bar to see them all.


Look up All Current & Past Addresses

Go to *View All Addresses* to view a student's entire address record (all the addresses the University has on file for a student, listed chronologically).

- In the left *Menu*, go to **Campus Profiles > Student Contact Information > Addresses > View All Addresses**. The *Addresses* search page will open.
- On the *Addresses* search page:

- In the *EMPLID* field, enter the student's **8-digit ID**. If you don't know this ID, click the **Magnifying Glass button** () to retrieve it. You will be prompted for the student's **First** and **Last Name**.
- In the *Last* and *First Name* fields, enter the student's **Last** and **First Name**.
- Click . The *Addresses* page will open displaying the student's current address information in the *Current Addresses* box.

To view the student's past addresses, on the *Addresses* page:

- Click  (lower right corner).
- In the *Current Addresses* box, next to any *Address Type*, click **Address History**. The *Address History* page will open with the student's current and past addresses listed chronologically by *Effective Date*.
Note: If you don't click **Include History**, the *Address History* link remains active, but the *Address History* page will only include the most current address.