Requesting a New or Revised Location Address Code

Campus Community > Personal Information > Add/Update a Person > Addresses

STEPS:

1. Click “Email Request for Location Address” from the Address Linkage page.
2. Click on “New”, “Change”, “Inactivate” to request the type of change needed.
3. Enter the following information depending upon the type of request:
   - NEW - (refers to requests for new extended codes) include department name, room and building and the base 4 digit mail code.
   - CHANGE – the requested change to the current department name or room include existing extended mail code
   - INACTIVATE – name and extended mail code to be inactivated
4. Enter the name of the person making the request*.
5. Enter the phone number of the person making the request*.
6. Enter any additional comments or clarifications in the “Additional Comments” section.
7. Click SEND.

The person requesting the new or revised campus mail code will receive an initial e-mail notification from themselves letting them know that the request has been sent.

* When the new or revised campus address mail code has been created, the requestor will be contacted to let them know the address code is ready for use. If the contact information is not provided on the request, central will not be able to provide notification when the request is complete.

NOTE: New buildings will always need to have a base (4 digit) mail code developed through Addressing and Mailing, http://www.a-m.umn.edu/. Once the base code is developed additional extended mail codes can be requested through this process.

NOTE: A complete listing of Location Addresses (AKA Campus Mail Delivery Codes) is available on the HRMS Web site under Business Processes and Job Aids http://www1.umn.edu/ohr/hrms

NOTE: Also see the “Campus Address Entry” Job Aid or “Addresses” Business Process on the HRMS Web site http://www1.umn.edu/ohr/hrms