MYEDUCATION BC STUDENT ADDRESS

Objective: To minimize data quality issues by having addresses validated by the MyED BC address validation process.

All addresses entered into MyEducation BC should conform to Canada Post conventions where possible to minimize data quality issues. MyEd uses the Canada Post Addressing Guidelines.

For an overview of MyEd addresses:

- Go to https://www.myeducationbc.info/
- At the top of the screen, hover over "Resources", and click on "School User Resources"
- Open the **Enrollment Management & Student Demographics** pdf.
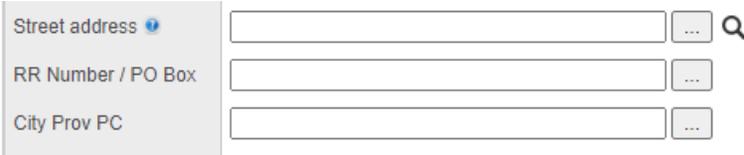- See section 8.1.2 Addresses

ADDRESS

Addresses need to be validated by MyEd validation process. If the address conforms to the Canada Post guidelines, then MyEd will autofill the appropriate address component fields. If the address doesn't conform to the guidelines, then an error message will popup.

NOTE: The u**ser validated** checkbox should **ONLY** be used if the system validation fails on addresses entered correctly.

Common formatting issues can be found later in this document.

An address is made up three parts:

1. Street address – (Can select an existing address from a list)
2. RR Number / PO Box
3. City Prov PC

1. STREET ADDRESS

- Street address is entered into the **Street Address** text field, then validated using the **Validate** button. Address components fields will be grayed out by default.
- If the format validates, the address information will populate in the **Address Component** fields
- If it doesn't validate, an error message will appear.

- Manual Entry - Check the User validated checkbox to override the system validation; you will be able component fields can be entered manually. **NOTE**: ensure that the address in street address field and address in component fields match, otherwise they could be different.

Example format:

- **Valid**: 12-1234 Main St
- **Invalid**: #12 – 1234 Main Street

Street address		☑ Validate
User validated	☐	
Address components		
Apt / Unit / Complex		
Street number	0	
Street prefix		
Street name		
Street type	⌄	
Street post direction		
Street pre direction		
	Format	CA Civic Address 2 ⌄

☑ OK   ✖ Cancel

2. RR NUMBER / PO BOX

- This is a free form text box
- This field may contain: RR, PO BOX, LOT, CONC or GD information.
- When entering data, these fields should be entered in block caps as follows:
  - RR
  - PO BOX
  - LOT
  - CONC
  - GD

Example format:

- **Valid:** PO BOX 66
- **Invalid:** post office box 66

| RR Number / PO Box | PO BOX 1234 |

☑ OK   ✖ Cancel

3. CITY PROV PC

City Prov PC	Victoria BC V9B 5W1	☑ Validate
User validated	☐	
Address components		
City	Victoria	
State/province	BC ▾	
Postal code	V9B 5W1	
	Format CA Munc., Prov, Postco ▾	

- City - Name of the city, town, etc.
- State/Province - 2-Letter Provincial code, i.e., BC or YK
- Postal code - Postal code in Canada Post convention format of A1A 1A1
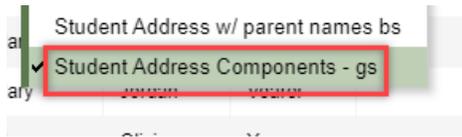
Example format:

- **Valid:** Victoria BC A1A 1A1
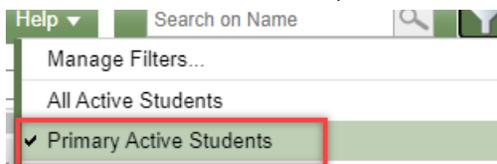- **Invalid:** Victoria, British Columbia A1A1A1

VIEWING ADDESS FIELDS

To view the student addresses component fields on one screen, there is a field set.

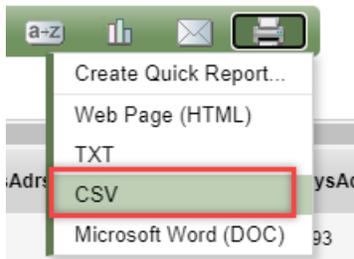- School View > Student TT > Field set - **Student Address Components – gs**

- The field set contains 2 identically named fields, **PhysAdrs > UserVal?** With "Y" or" N" values.
  - Each field represents the user validation status for Street Address and CITY PROV PC
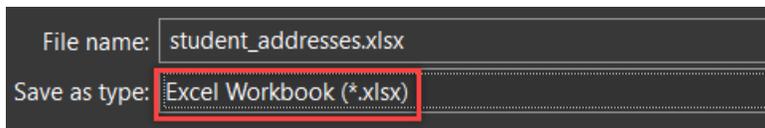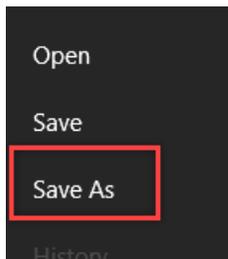- Click on the **Filter** menu; click on the **Primary Active Students**

VIEWING ADDRESS LIST IN EXCEL

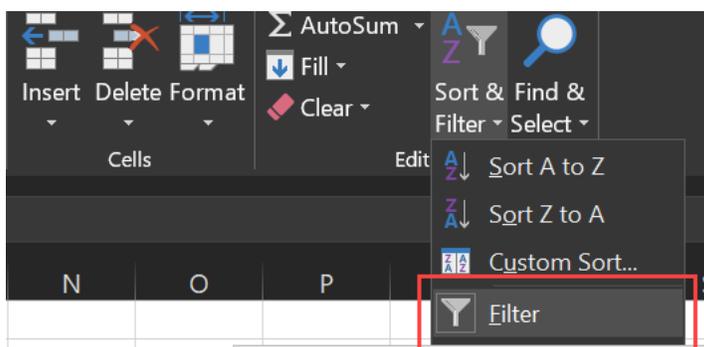Using Excel can make it easier to identify which addresses have issues.

After selecting the Field set and the Filter, click on Quick Report and select **CSV**

- The file will download to the browser, click on the file to open it. It should open to Excel.
- Go to **File**, **Save As** and save the file as an excel spreadsheet

- Click the first row, where the column headings then click on the Filter button, under the **Sort & Filter** menu at the end of the

The filter dropdown buttons will then appear on the columns

Using the **Filter** buttons makes it easier to see the common validation issues mentioned below.

COMMON VALIDATION ISSUES

Below are some of the more common address formatting issues seen in MyED BC. Viewing the data in Excel and using the filters will make it easier to see the addresses that need to updated.

ADDRESS MISMATCH

- Street address doesn't match the Address components.
- Will need to confirm which address is Valid
- This can happen when the User Validated flag is checked.

0 IN THE STREET NUMBER FIELD

This can be caused by a couple of things:

a) "**User Validated**" is checked; address has been entered but **User Validated** is checked and 0 entered into the address field. Uncheck "**User Validated**", the address will likely populate the components field and validate properly.

b) Student has a valid address, but it won't show in the component's fields in the list view

The Fix:

- In the student list, select the Student to see the student details, then click on the **Addresses** tab
  Click on the **Address** button to open up the address screen

- Either:
  - Uncheck the **User Validated** checkbox, and fix the address or;
  - Populate the address component fields.
- Go back to the student list, to see the address components in their respective fields.

PhysAdrs > Apt / Unit / Complex	PhysAdrs > StrNo ▲	PhysAdrs > StreetName	PhysAdrs > StrType	PhysAdrs > StrPfx	PhysAdrs > PreDir	Phy
19	4270	Ponderosa	Cres			

STREET TYPE IN STREET NAME FIELD

Canada Post conventions for street types have been applied to the validation of addresses, so abbreviations must be used when entering a street type. Capitalization counts. RD or ST will fail validation.

Example format:

- **Valid**: Rd, St, Dr, or Ave etc.
- **Invalid**: Road, RD, Street, ST, Drive, or Avenue etc.

See the complete list of Canada Post Street Type conventions

NUMBER USED FOR STREET NAMES INSTEAD OF WORD

- Generally, streets named as 0-9 should be a word. However, if the official name is a number, use the number.

PhysAdrs > StrNo	PhysAdrs > StreetName	PhysAdrs > StrType	PhysAdrs > StrPfx	PhysAdrs > PreDir	PhysAdrs > PostDir	PhysAdrs > City	PhysAdr
10145	3	St				Sidney	BC
9960	Third	St				Sidney	BC

Example Format:

- **Generally Valid:** Third, Fifth, Seventh etc.
- **Generally Invalid:** 3, 5, 7 etc.

BEFORE APT/UNIT/COMPLEX

- The Apt/Unit/Complex shouldn't have anything before it or after it, just the number or letter designation. Should not preface the letter or number with #, Apt or Unit etc.

Street address	#22-819 Lodi Ave

Street address	1338 Stelly's Cross Rd Unit 66
User validated	☐
Address components	
Apt / Unit / Complex	Unit 66
Street number	1338
Street prefix	
Street name	Stelly's Cross
Street type	Rd

Example format:

- **Valid:** 22-819 Lodi Ave
- **Invalid:** #22-819 Lodi Ave; Unit 22 – 819 Lodi Ave

PERIOD AT END OF ADDRESS

- There should be no period at the end the of the Street Address, it won't get properly validated if there is.

Street address	1287 Santa Rosa Ave .

Example format:

- **Valid:** 1234 Main St
- **Invalid:** 1234 Main St.

SPACE BEFORE AND OR AFTER DASH BETWEEN APT/UNIT/COMPLEX AND STREET NUMBER

- The white space around the "dash" between the apt/unit/complex should be removed.

Street address	95 - 1338 Stelly's Cross Rd
User validated	☐
Address components	
Apt / Unit / Complex	
Street number	95
Street prefix	
Street name	- 1338 Stelly's Cross
Street type	Rd

Example format:

- **Valid:** 95-1338 Stelly's Cross Rd
- **Invalid:** 95 – 1338 Stelly's Cross Rd

STREET NUMBER APPEARS IN STREET NAME FIELD

- A dash is required between the apt/unit/complex and the street number,

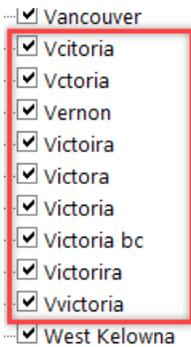| Street address	10 10046 Fifth St	☑ Validate
User validated	☐	
Address components		
Apt / Unit / Complex		
Street number	10	
Street prefix		
Street name	10046 Fifth	
Street type	St	

Format example:

- **Valid:** 10-10046 Fifth St
- **Invalid:** 10 10046 Fifth St

STREET NAME OR CITY ARE MISSPELLED

- Place or road names misspelled

- i.e. Brentwood, Benwood, Brentwood Bay BC etc.
- Easiest way to find spelling mistakes, is export the address data into Excel and filter on the Street name or City column. The various different spellings will become clear using Excel filters:

STUDENT ADDRESS FIELD IS BLANK

- Student address not in Street Address field, but in components fields

- Enter the address into the Street Address field and validate.

TYPO IN BC POSTAL CODE

- BC postal codes start with the letter 'V'

STRANGER THINGS

STUDENT LIST VIEW - STREET TYPE SOMETIME SHOWS IN THE STREETNAME FIELD

- The address is properly formatted and validates correctly, but will appear in the list view like so
- This can be ignored.

CENTRAL/EAST/WEST SAANICH RD DOESN'T SPLIT INTO THE COMPONENTS PROPERLY.

- It will make the road name Saanich, and the Street pre-direction West/East etc. (below left)
- It seems to work if there is an Apt/Unit/Complex number in the address. (below right)

Example: