MBP Approve Profiles & Removing a Linked Address

On the business side you may see the approval to delete an address, but you are unable to because of the Alumni link notification that displays.

Note the name and REJECT THE CHANGE.

IN ALUMNI:

Click on the Constituents icon

Search for the Constituent

Click on the record to open it and go to the Address tab.

See the primary address? Highlight it and click COPY. This creates a new unlinked address (choose constituent main as the choice).

EDIT the address with the link. Go to the General tab. Uncheck the Alum Dev checkbox and click ok. You have now released the address from Alumni.

LAST PIECE is to edit the newly copied constituent main address and check off the primary checkbox. You have now removed any link from the Business side allowing it to be deleted in the Student Parent module.

READY TO DELETE THIS ADDRESS IN THE STUDENT PARENT APPLICATION. In Student Parent go to the address you need to delete.

Edit the address that needs to be deleted and you will see the delete button at bottom right of the screen. This delete button will be active.

Note: Review record to see if it has a Web ID attached to it. A Web ID needs to be removed from the address before you can complete the above steps.