

CS – Update Application: Personal (Bio/Demo) Information

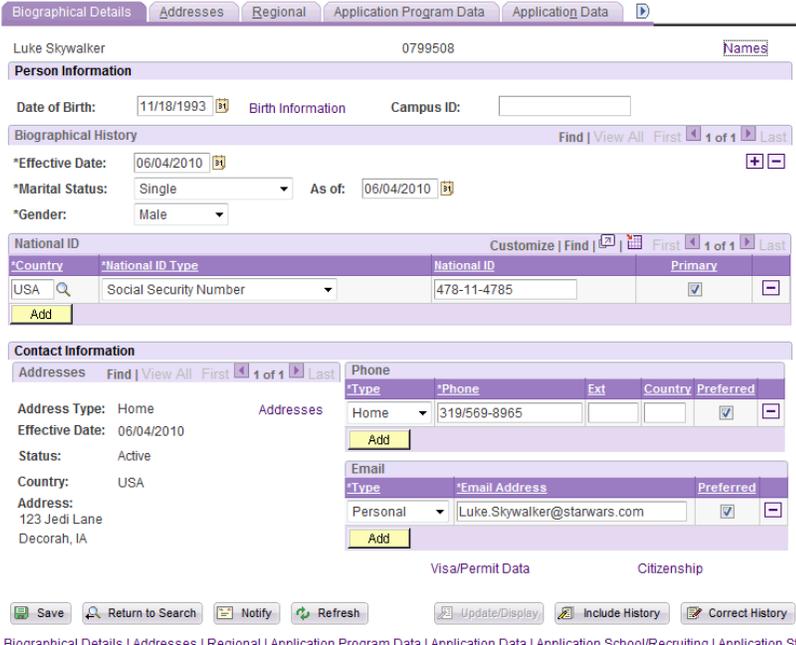
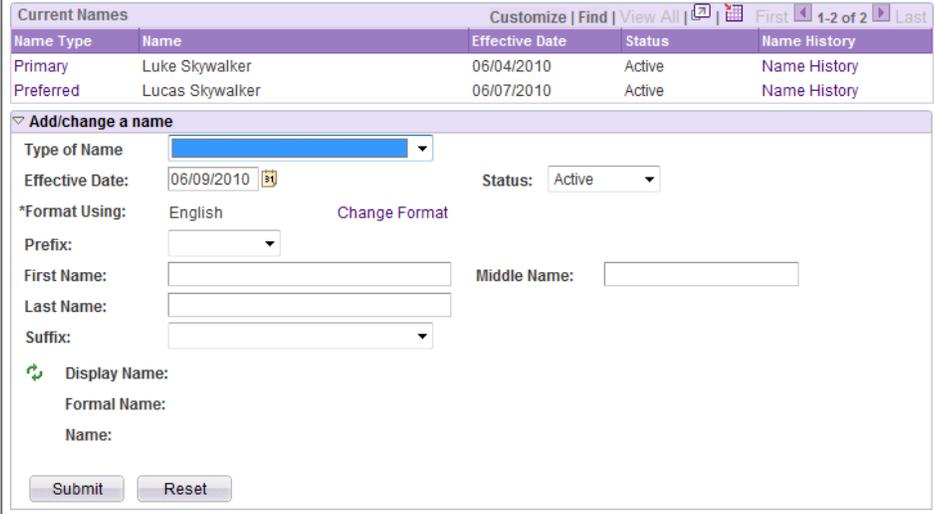
Purpose: The instructions below describe how to update Bio/Demo information, as new or corrected information becomes available. To update data, access the application and navigate to the appropriate page. Most Bio/Demo information can also be updated using Campus Community. The table below provides the topic/page for each item.

Topic	See page...
Update Name	2
Update Address	5
Update Phone	8
Update Email	9
Update Ethnicity	10
Add/Update Decedent Data (Death)	11

Update Name

Note: An alternate way to access the Names page is to select **Main Menu > Campus Community > Personal Information > Biographical > Names**. Enter search criteria and click the **Search** button.

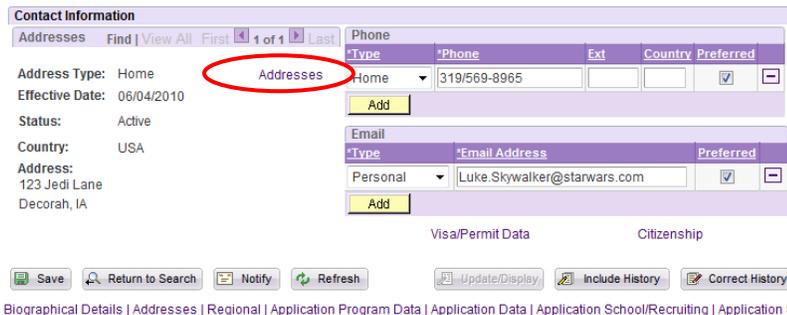
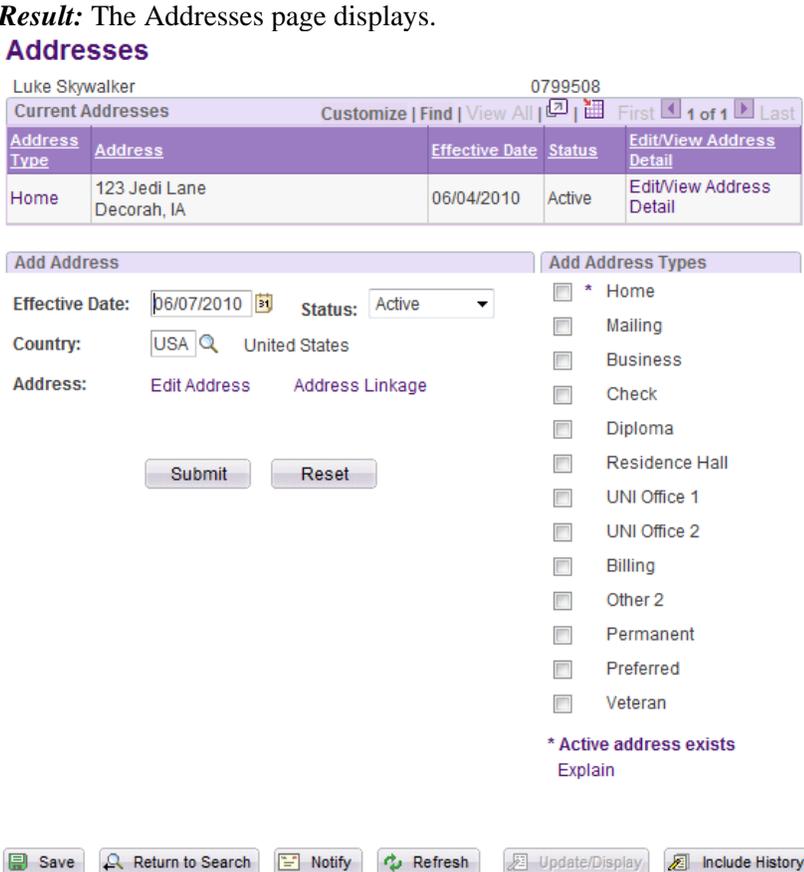
Step	Action
1.	<p>Navigate to the application. Select Main Menu > Student Admissions > Application Maintenance > Maintain Applications</p> <p>Result: The Maintain Applications search page displays. Maintain Applications</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="background-color: #4a5568; color: white; padding: 2px 5px; border-radius: 3px;">Find an Existing Value</p> <hr/> <p>Maximum number of rows to return (up to 300): <input style="width: 50px;" type="text" value="300"/></p> <p>Application Nbr: begins with ▼ <input style="width: 150px;" type="text"/> </p> <p>ID: begins with ▼ <input style="width: 150px;" type="text"/> </p> <p>Academic Institution: = ▼ <input style="width: 150px;" type="text" value="UNICS"/> </p> <p>Academic Career: begins with ▼ <input style="width: 150px;" type="text"/> </p> <p>Application Program Nbr: = ▼ <input style="width: 150px;" type="text" value="0"/> </p> <p>Academic Program: begins with ▼ <input style="width: 150px;" type="text"/> </p> <p>Admit Term: begins with ▼ <input style="width: 150px;" type="text"/> </p> <p>Application Center: begins with ▼ <input style="width: 150px;" type="text"/> </p> <p>Campus ID: begins with ▼ <input style="width: 150px;" type="text"/></p> <p>National ID: begins with ▼ <input style="width: 150px;" type="text"/></p> <p>Last Name: begins with ▼ <input style="width: 150px;" type="text"/></p> <p>First Name: begins with ▼ <input style="width: 150px;" type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria </p> </div>

Step	Action
<p>2.</p>	<p>Enter search criteria. Click the Search button.</p> <p>Result: The Application page displays.</p>  <p>The screenshot shows the 'Application' page for Luke Skywalker. It includes sections for Personal Information (Date of Birth: 11/18/1993, Campus ID: 0799508), Biographical History (Effective Date: 06/04/2010, Marital Status: Single, Gender: Male), National ID (Country: USA, National ID Type: Social Security Number, National ID: 478-11-4785), and Contact Information (Home Address: 123 Jedi Lane, Decorah, IA; Phone: 319/569-8965; Email: Luke.Skywalker@starwars.com). Navigation buttons like Save, Return to Search, and Refresh are visible at the bottom.</p> <p>Note: If more than one record matches the search criteria, select the appropriate record.</p>
<p>3.</p>	<p>Click the Names link in the upper right corner of the page.</p> <p>Result: The Names page displays.</p>  <p>The screenshot shows the 'Names' page. It features a table of 'Current Names' with columns for Name Type, Name, Effective Date, Status, and Name History. The table lists two records: Luke Skywalker (Primary, Active, 06/04/2010) and Lucas Skywalker (Preferred, Active, 06/07/2010). Below the table is a form to 'Add/change a name' with fields for Type of Name, Effective Date (06/09/2010), Status (Active), Format Using (English), Prefix, First Name, Last Name, Middle Name, Suffix, and Display Name options (Formal Name, Name). Submit and Reset buttons are at the bottom of the form.</p>

Step	Action
4.	<p>In the <i>Add/change a name</i> section, complete the following:</p> <ul style="list-style-type: none"> • Type of Name – Select the type of name to be changed • Effective Date – Populates to today’s date • Status – Select as appropriate • Prefix – Update if applicable • First Name – Update if applicable • Middle Name – Update if applicable • Last Name – Update if applicable • Suffix – Update if applicable
5.	<p>Click the Submit button.</p> <p>Result: The record will be updated with the name change. The Name History displays all changes made to the name.</p>

Update Address

Note: An alternate way to access the Names page is to select **Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phones > Addresses**. Enter search criteria and click the **Search** button.

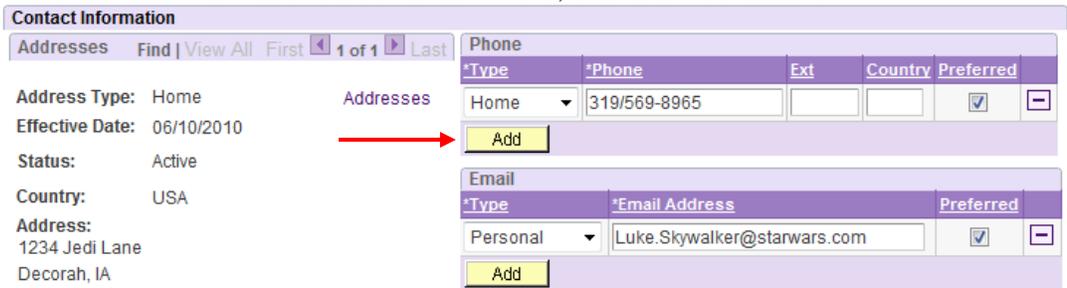
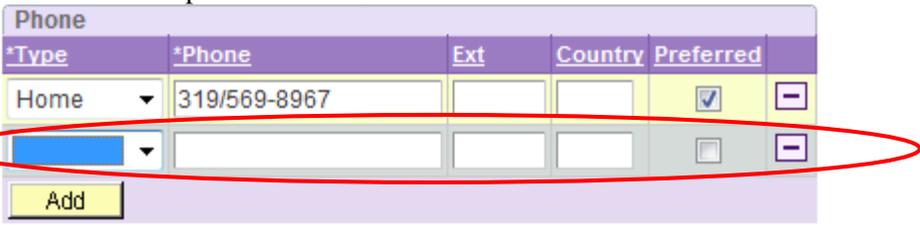
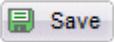
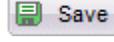
Step	Action										
1.	Access the application. Follow steps 1-2 on pages 2 and 3.										
2.	<p>Click the Addresses link in the Contact Information section.</p>  <p>Result: The Addresses page displays.</p>  <p>The 'Addresses' page displays the following information:</p> <p>Current Addresses</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>Address</th> <th>Effective Date</th> <th>Status</th> <th>Edit/View Address Detail</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>123 Jedi Lane Decorah, IA</td> <td>06/04/2010</td> <td>Active</td> <td>Edit/View Address Detail</td> </tr> </tbody> </table> <p>Add Address</p> <p>Effective Date: 06/07/2010 Status: Active</p> <p>Country: USA United States</p> <p>Address: Edit Address Address Linkage</p> <p>Buttons: Submit, Reset</p> <p>Add Address Types</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> * Home <input type="checkbox"/> Mailing <input type="checkbox"/> Business <input type="checkbox"/> Check <input type="checkbox"/> Diploma <input type="checkbox"/> Residence Hall <input type="checkbox"/> UNI Office 1 <input type="checkbox"/> UNI Office 2 <input type="checkbox"/> Billing <input type="checkbox"/> Other 2 <input type="checkbox"/> Permanent <input type="checkbox"/> Preferred <input type="checkbox"/> Veteran <p>* Active address exists Explain</p>	Address Type	Address	Effective Date	Status	Edit/View Address Detail	Home	123 Jedi Lane Decorah, IA	06/04/2010	Active	Edit/View Address Detail
Address Type	Address	Effective Date	Status	Edit/View Address Detail							
Home	123 Jedi Lane Decorah, IA	06/04/2010	Active	Edit/View Address Detail							

Step	Action															
3.	<p>Select Edit/View Address Detail for the <i>Address Type</i> you wish to edit.</p> <p>Result: The Address History page displays.</p> <p>Address History</p> <p>Address Type Home</p> <div data-bbox="375 575 1373 722"> <p>Address History Find First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Country</th> <th>Status</th> <th>Address</th> <th></th> </tr> </thead> <tbody> <tr> <td>06/04/2010</td> <td>USA</td> <td>Active</td> <td>123 Jedi Lane Decorah, IA</td> <td>Update Addresses Address Linkage</td> </tr> </tbody> </table> </div> <p>OK Cancel Refresh</p>	Effective Date	Country	Status	Address		06/04/2010	USA	Active	123 Jedi Lane Decorah, IA	Update Addresses Address Linkage					
Effective Date	Country	Status	Address													
06/04/2010	USA	Active	123 Jedi Lane Decorah, IA	Update Addresses Address Linkage												
4.	<p>Click the Add Row  button.</p> <p>Result: A new address row displays.</p> <p>Address History</p> <p>Address Type Home</p> <div data-bbox="375 1031 1414 1283"> <p>Address History Find First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Country</th> <th>Status</th> <th>Address</th> <th></th> </tr> </thead> <tbody> <tr> <td>06/10/2010 </td> <td>USA </td> <td>Active</td> <td>123 Jedi Lane Decorah, IA</td> <td>Update Addresses Address Linkage</td> </tr> <tr> <td>06/04/2010</td> <td>USA</td> <td>Active</td> <td>123 Jedi Lane Decorah, IA</td> <td>Update Addresses Address Linkage</td> </tr> </tbody> </table> </div> <p>OK Cancel Refresh</p>	Effective Date	Country	Status	Address		06/10/2010 	USA 	Active	123 Jedi Lane Decorah, IA	Update Addresses Address Linkage	06/04/2010	USA	Active	123 Jedi Lane Decorah, IA	Update Addresses Address Linkage
Effective Date	Country	Status	Address													
06/10/2010 	USA 	Active	123 Jedi Lane Decorah, IA	Update Addresses Address Linkage												
06/04/2010	USA	Active	123 Jedi Lane Decorah, IA	Update Addresses Address Linkage												
5.	<p>Click the Update Addresses link in the new address row.</p> <p>Result: The Edit Address page displays.</p> <p>Edit Address</p> <p>Country: United States Change Country</p> <p>Address 1: <input type="text" value="123 Jedi Lane"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text" value="Decorah"/> State: <input type="text" value="IA"/>  Iowa Postal: <input type="text"/></p> <p>County: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p><input type="checkbox"/> Override Address Verification</p>															

Step	Action															
<p>6.</p>	<p>Enter the new address information.</p> <p>Result: The address is updated on the Address History page. Address History</p> <p>Address Type Home</p> <div data-bbox="370 533 1414 789" style="border: 1px solid gray; padding: 5px;"> <p>Address History Find First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Country</th> <th>Status</th> <th>Address</th> <th></th> </tr> </thead> <tbody> <tr> <td>06/10/2010</td> <td>USA</td> <td>Active</td> <td>1234 Jedi Lane Decorah, IA</td> <td style="text-align: right;"> Update Addresses Address Linkage </td> </tr> <tr> <td>06/04/2010</td> <td>USA</td> <td>Active</td> <td>123 Jedi Lane Decorah, IA</td> <td style="text-align: right;"> Update Addresses Address Linkage </td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> </p> </div> <p>Note: To make a correction to an existing address, use the Update Address link</p>	Effective Date	Country	Status	Address		06/10/2010	USA	Active	1234 Jedi Lane Decorah, IA	Update Addresses Address Linkage	06/04/2010	USA	Active	123 Jedi Lane Decorah, IA	Update Addresses Address Linkage
Effective Date	Country	Status	Address													
06/10/2010	USA	Active	1234 Jedi Lane Decorah, IA	Update Addresses Address Linkage												
06/04/2010	USA	Active	123 Jedi Lane Decorah, IA	Update Addresses Address Linkage												
<p>7.</p>	<p>Click the OK button to return to the Addresses page. Click the Save  Save button.</p> <p>Result: The new address is updated.</p>															

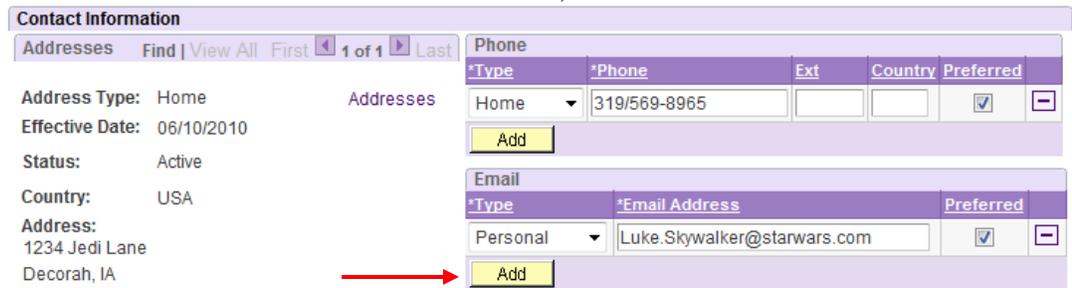
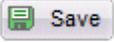
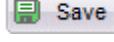
Update Phone

Note: An alternate way to access the Phone page is to select **Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phones > Phones**. Enter search criteria and click the **Search** button.

Step	Action
1.	Access the application. Follow steps 1-2 on pages 2 and 3.
2.	<p>In the Contact Information section under Phone, click the Add button.</p>  <p>Result: A new phone row is added.</p> 
3.	<p>Enter the appropriate information in the new phone row. Click the Save  button.</p> <p>Note: To make a correction to an existing phone number, enter the correct information (type, phone number, preferred indicator) and click the Save  button at the bottom of the page.</p>

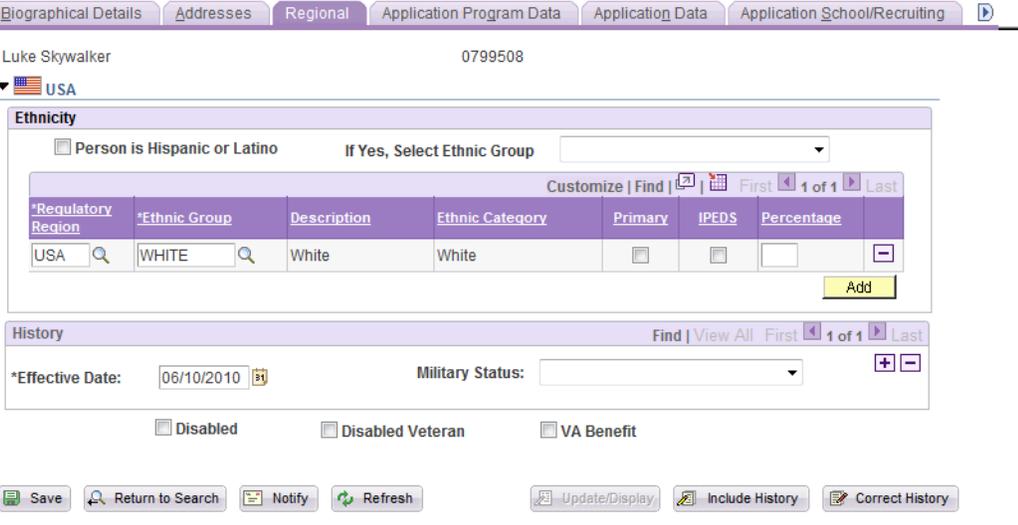
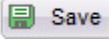
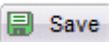
Update Email

Note: An alternate way to access the Email page is to select **Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phones > Electronic Addresses**. Enter search criteria and click the **Search** button.

Step	Action
1.	Access the application. Follow steps 1-2 on pages 2 and 3.
2.	<p>In the Contact Information section under Email, click the Add button.</p>  <p>Result: A new email row is added.</p> 
3.	<p>Enter the appropriate information in the new phone row. Click the Save  button.</p> <p>Note: To make a correction to an existing email, enter the correct information within the existing row (type, email address, preferred indicator) and click the Save  button at the bottom of the page.</p>

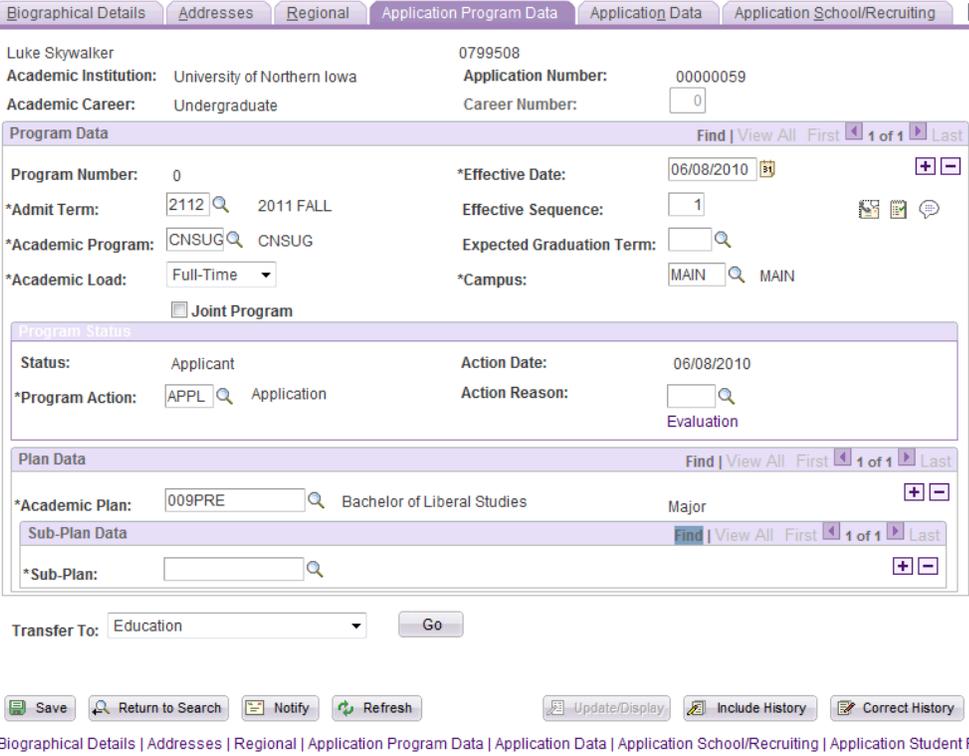
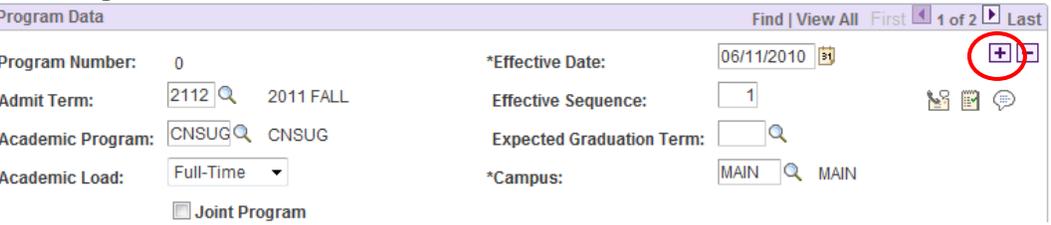
Update Ethnicity

Note: An alternate way to access the Email page is to select **Main Menu > Campus Community > Personal Information > Biographical > Personal Attributes > Ethnicity**. Enter search criteria and click the **Search** button.

Step	Action
1.	Access the application. Follow steps 1-2 on pages 2 and 3.
2.	<p>Select the Regional tab.</p> <p>Result: The Ethnicity and History sections display on the Regional tab.</p>  <p>The screenshot shows the 'Regional' tab selected in the top navigation bar. Below the navigation bar, the user's name 'Luke Skywalker' and ID '0799508' are displayed. The 'Ethnicity' section includes a checkbox for 'Person is Hispanic or Latino' and a dropdown for 'If Yes, Select Ethnic Group'. Below this is a table with columns: *Regulatory Region, *Ethnic Group, Description, Ethnic Category, Primary, IPEDS, and Percentage. The table contains one row with values: USA, WHITE, White, White. An 'Add' button is located at the bottom right of the table. The 'History' section includes a date field for '*Effective Date' (06/10/2010) and a dropdown for 'Military Status'. At the bottom of the page, there are several buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.</p>
3.	<p>To update ethnicity:</p> <ul style="list-style-type: none"> • UPDATE EXISTING ETHINCITY: Click the Add button to add additional ethnic groups. Enter the appropriate information in the new row. Click the Save  button. • To make a correction to existing ethnicity, enter the correct information within the existing row and click the Save  button at the bottom of the page. <p>Note: If changes are made to the Person is Hispanic or Latino checkbox, click the Save button.</p>

Add/Update Decedent Data (Death)

In the event that a student who has completed an application passes away, the Status is changed to “WADM”.

Step	Action
1.	Access the application. Follow steps 1-2 on pages 2 and 3.
2.	<p>Select the <i>Application Program Data</i> tab</p> <p>Result: The Application Program Data tab displays.</p>  <p>The screenshot shows the 'Application Program Data' tab selected. It displays information for 'Luke Skywalker' with application number 0799508 and academic institution 'University of Northern Iowa'. The 'Program Data' section includes fields for Program Number (0), Admit Term (2112, 2011 FALL), Academic Program (CNSUG), Academic Load (Full-Time), Effective Date (06/08/2010), Effective Sequence (1), Expected Graduation Term, and Campus (MAIN). The 'Program Status' section shows Status: Applicant, Action Date: 06/08/2010, and Program Action: APPL (Application). The 'Plan Data' section shows Academic Plan: 009PRE (Bachelor of Liberal Studies) and Major. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.</p>
3.	<p>In the Program Data section, click the Add Row button.</p>  <p>The screenshot shows the 'Program Data' section with the 'Add Row' button (a plus sign in a square) circled in red. The fields are similar to the previous screenshot, but the Effective Date is now 06/11/2010 and the status is '1 of 2'.</p> <p>Result: A new Program Status section is added. Notice in the Program Data section header you will see multiple pages for each status.</p>  <p>The final screenshot shows the 'Program Data' section header with '1 of 2' pages indicated.</p>

Step	Action
4.	<p>In the Program Status section, complete the following:</p> <ul style="list-style-type: none"> • *Program Action - Use the Look Up  button to update the *Program Action field to “WADM” (Administrative Withdrawal). • Action Reason – Select DEAT (Deceased) as the action reason. <div data-bbox="354 485 1419 625" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Program Status</p> <p>Status: <input type="text" value="Deceased"/> Action Date: <input type="text" value="06/11/2010"/></p> <p>*Program Action: <input type="text" value="WADM"/>  Administrative Withdrawal Action Reason: <input type="text" value="DEAT"/>  Deceased Evaluation</p> </div>
5.	<p>Click the Save  Save button.</p>