

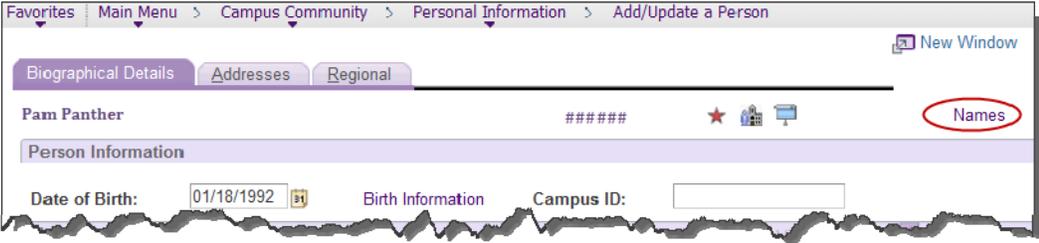
Updating Bio-Demo Information using Campus Community

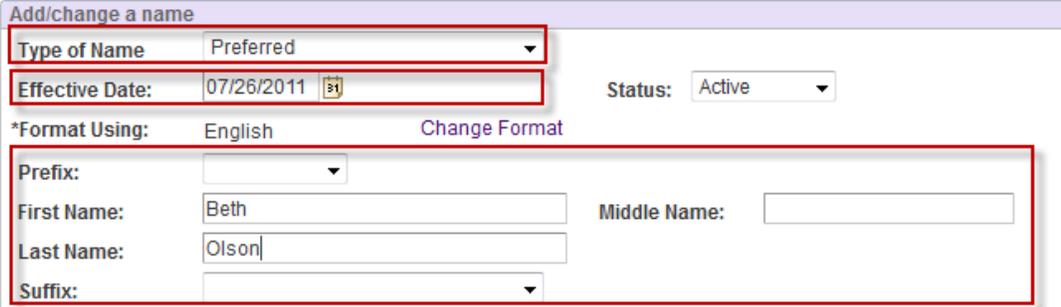
Purpose: The instructions below describe how to update Bio/Demo information, as new or corrected information becomes available. To update data, access Campus Community and navigate to the appropriate page. The table below provides the topic/page for each item.

Topic	See page...
Update Name	2
Update Address	4
Update Phone	7
Update Email	8
Update Ethnicity	9
Add/Update Decedent Data (Death)	10

Update Name

Important! If the user is also employed at UNI (Click the Affiliation icon  to determine), then do not make the name updates, instead direct the user to HR to complete the updates.

Step	Action																					
1.	<p>Navigate to the Names page. Select Main Menu > Campus Community > Personal Information > Biographical > Names.</p> <p>Or</p> <p>Select Main Menu > Campus Community > Personal Information Student) > Biographical (Student)> Names.</p> <p>NOTE: Alternate navigation is: Main Menu > Campus Community > Personal Information > Add/Update a Person, click the Names link.</p> 																					
2.	<p>Enter search criteria. Check the Include History box. Click the Search button.</p> <p>Result: The Names page displays.</p> <p>Names Pam Pather #***** ★</p> <table border="1" data-bbox="360 1281 1344 1417"> <thead> <tr> <th>Name Type</th> <th>Name</th> <th>Effective Date</th> <th>Status</th> <th>Updated By</th> <th>Updated</th> <th>Name History</th> </tr> </thead> <tbody> <tr> <td>Primary</td> <td></td> <td>04/20/1990</td> <td>Active</td> <td></td> <td>05/10/2010 7:09:20PM</td> <td>Name History</td> </tr> <tr> <td>Preferred</td> <td></td> <td>04/20/1990</td> <td>Active</td> <td></td> <td>05/10/2010 7:09:20PM</td> <td>Name History</td> </tr> </tbody> </table> <p>Add/change a name</p> <p>Type of Name: <input type="text"/></p> <p>Effective Date: <input type="text" value="07/26/2011"/> Status: <input type="text" value="Active"/></p> <p>*Format Using: English <input type="button" value="Change Format"/></p> <p>Prefix: <input type="text"/></p> <p>First Name: <input type="text"/> Middle Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Suffix: <input type="text"/></p> <p>Display Name: Formal Name: Name:</p> <p><input type="button" value="Submit"/> <input type="button" value="Reset"/></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> <p><input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p>	Name Type	Name	Effective Date	Status	Updated By	Updated	Name History	Primary		04/20/1990	Active		05/10/2010 7:09:20PM	Name History	Preferred		04/20/1990	Active		05/10/2010 7:09:20PM	Name History
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Step	Action
3.	<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 – Defaults to <i>Active</i> • Prefix – Update if applicable • First Name – Update if applicable • Middle Name – Update if applicable • Last Name – Update if applicable • Suffix – Update if applicable 
4.	<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>
5.	<p>Click the Save button.</p>

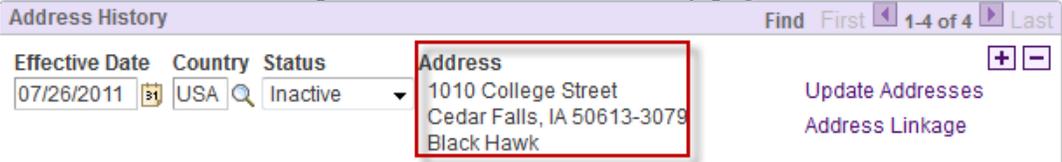
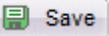
Name Update Tips:

- Primary Name – This is the “official name”
- We no longer use the Middle Name field for maiden name. Name changes are always effective dated, so we have a historical record of the changes.
- The Search/Match feature matches on current and former names.
- When entering names, use the correct case. Unlike the Legacy system, Campus Solutions is case sensitive. What you enter is what you get.

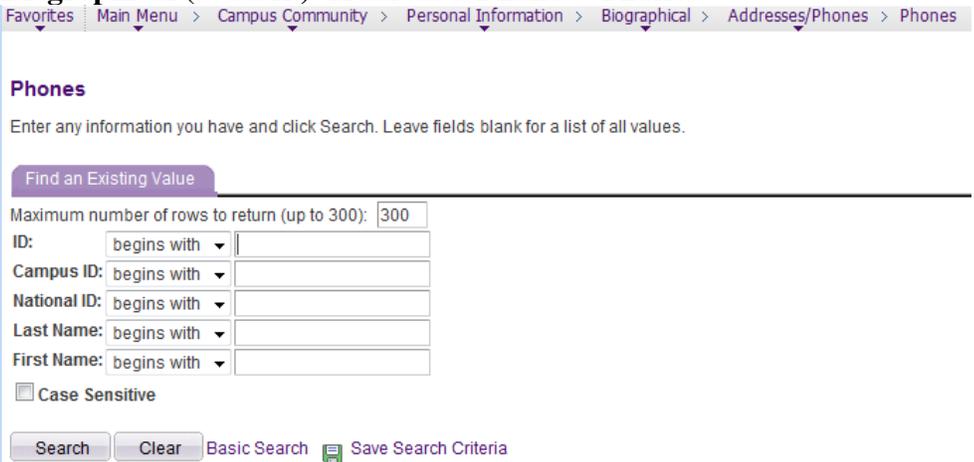
Update Address

Step	Action																													
1.	<p>Navigate to the Addresses page. Select Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phones > Addresses. Or Select Main Menu > Campus Community > Personal Information(Student) > Biographical (Student)> Addresses/Phones > Addresses.</p> <p><i>Favorites Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phones > Addresses</i></p> <p>Addresses</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>ID: <input type="text" value="begins with"/></p> <p>Campus ID: <input type="text" value="begins with"/></p> <p>National ID: <input type="text" value="begins with"/></p> <p>Last Name: <input type="text" value="begins with"/></p> <p>First Name: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p>																													
2.	<p>Enter search criteria. Check the Include History box. Click the Search button.</p> <p>Result: The Addresses page displays.</p> <p>Addresses</p> <p>Pam Panther ##### <input type="checkbox"/></p> <table border="1" data-bbox="365 1239 1347 1449"> <thead> <tr> <th colspan="7">Current Addresses</th> <th>Customize Find View All <input type="checkbox"/> <input type="checkbox"/> First 1-2 of 2 Last</th> </tr> <tr> <th>Address Type</th> <th>Address</th> <th>Effective Date</th> <th>Status</th> <th>Updated By</th> <th>Updated</th> <th>Edit/View Address Detail</th> </tr> </thead> <tbody> <tr> <td>Permanent Home</td> <td>126 North Genevieve St Cedar Falls, IA 50613-1713 Black Hawk</td> <td>05/09/2011</td> <td>Active</td> <td></td> <td>05/09/2011 5:17:52AM</td> <td>Edit/View Address Detail</td> </tr> <tr> <td>Local Mailing</td> <td>1300 West 23rd St Apt 35E Cedar Falls, IA 50613-3079 Black Hawk</td> <td>05/09/2011</td> <td>Inactive</td> <td></td> <td>05/09/2011 5:17:52AM</td> <td>Edit/View Address Detail</td> </tr> </tbody> </table> <p>Add Address</p> <p>Effective Date: <input type="text" value="07/26/2011"/> <input type="button" value="D"/> Status: <input type="text" value="Active"/></p> <p>Country: <input type="text" value="USA"/> <input type="button" value="Q"/> United States</p> <p>Address: <input type="button" value="Edit Address"/> <input type="button" value="Address Linkage"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Reset"/></p> <p>Add Address Types</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> * Permanent Home <input type="checkbox"/> Local Mailing <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 <p>* Active address exists Explain</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Update/Display"/> <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p>	Current Addresses							Customize Find View All <input type="checkbox"/> <input type="checkbox"/> First 1-2 of 2 Last	Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail	Permanent Home	126 North Genevieve St Cedar Falls, IA 50613-1713 Black Hawk	05/09/2011	Active		05/09/2011 5:17:52AM	Edit/View Address Detail	Local Mailing	1300 West 23rd St Apt 35E Cedar Falls, IA 50613-3079 Black Hawk	05/09/2011	Inactive		05/09/2011 5:17:52AM	Edit/View Address Detail
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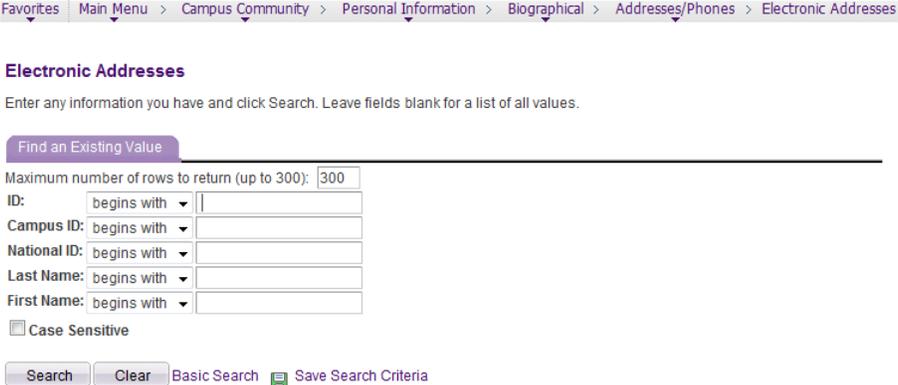
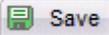
Step	Action																																			
3.	<p>Select Edit/View Address Detail for the <i>Address Type</i> you wish to edit.</p> <p>Result: The Address History page displays.</p> <p>Address History</p> <p>Address Type Local Mailing</p> <div data-bbox="375 537 1378 1094" style="border: 1px solid gray; padding: 5px;"> <p>Address History Find First 1-3 of 3 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>05/09/2011</td> <td>USA</td> <td>Inactive</td> <td>1300 West 23rd St Apt 35E Cedar Falls, IA 50613-3079 Black Hawk</td> <td style="text-align: right;"> + - Update Addresses Address Linkage </td> </tr> <tr> <td colspan="3">Updated By</td> <td>Updated</td> <td>05/09/2011 5:17:52AM</td> </tr> <tr> <td>08/03/2010</td> <td>USA</td> <td>Active</td> <td>1300 West 23rd St Apt 35E Cedar Falls, IA 50613-3079 Black Hawk</td> <td style="text-align: right;"> + - Update Addresses Address Linkage </td> </tr> <tr> <td colspan="3">Updated By</td> <td>Updated</td> <td>08/03/2010 4:32:02AM</td> </tr> <tr> <td>01/01/1901</td> <td>USA</td> <td>Active</td> <td>1300 West 23rd St Apt 35E Cedar Falls, IA 50613-3079 Black Hawk</td> <td style="text-align: right;"> + - Update Addresses Address Linkage </td> </tr> <tr> <td colspan="3">Updated By</td> <td>Updated</td> <td>06/17/2010 10:02:27AM</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>	Effective Date	Country	Status	Address		05/09/2011	USA	Inactive	1300 West 23rd St Apt 35E Cedar Falls, IA 50613-3079 Black Hawk	+ - Update Addresses Address Linkage	Updated By			Updated	05/09/2011 5:17:52AM	08/03/2010	USA	Active	1300 West 23rd St Apt 35E Cedar Falls, IA 50613-3079 Black Hawk	+ - Update Addresses Address Linkage	Updated By			Updated	08/03/2010 4:32:02AM	01/01/1901	USA	Active	1300 West 23rd St Apt 35E Cedar Falls, IA 50613-3079 Black Hawk	+ - Update Addresses Address Linkage	Updated By			Updated	06/17/2010 10:02:27AM
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Updated By			Updated	06/17/2010 10:02:27AM																																
4.	<p>Click the Add Row + button.</p> <p>Result: A new address row displays.</p>																																			

Step	Action
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="1300 West 23rd St Apt 35E"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text" value="Cedar Falls"/> State: <input type="text" value="IA"/> <input type="text" value="Iowa"/> Postal: <input type="text" value="50613-3079"/></p> <p>County: <input type="text" value="Black Hawk"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p><input type="checkbox"/> Override Address Verification</p>
6.	<p>Enter the new address information.</p> <p>Result: The address is updated on the Address History page.</p> 
7.	<p>Click the OK button to return to the Addresses page. Click the Save  button.</p> <p>Result: The new address is updated.</p>

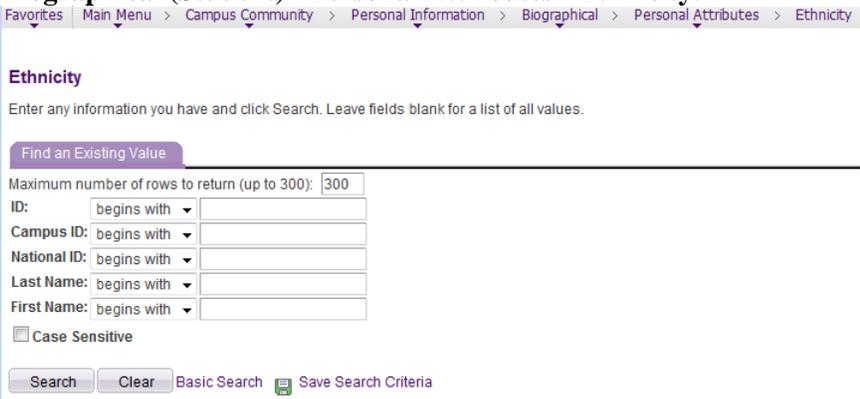
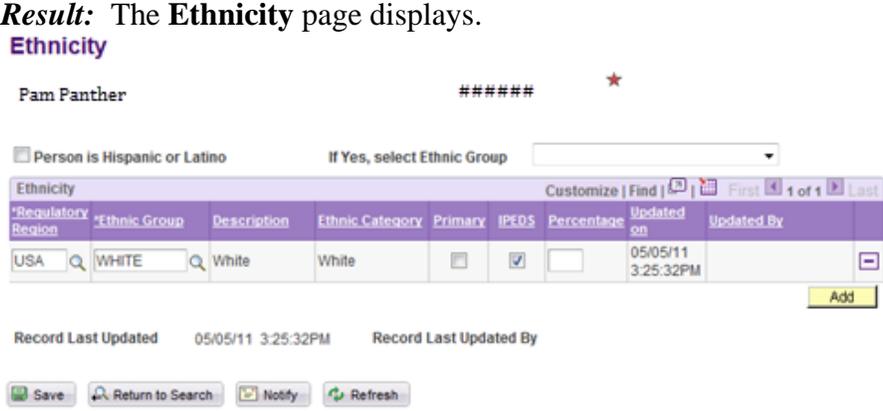
Update Phone

Step	Action						
1.	<p>Navigate to the Phones page. Select Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phones > Phones.</p> <p>OR</p> <p>Select Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Phones.</p> 						
2.	<p>Enter search criteria. Click the Search button.</p> <p>Result: The Phones page displays.</p> 						
3.	<p>Correct the existing phone or add an additional phone type.</p> <table border="1" data-bbox="354 1549 1421 1816"> <thead> <tr> <th>If you wish to</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Correct the existing phone</td> <td>Enter the new phone information in the existing row.</td> </tr> <tr> <td>Add a new phone type</td> <td>Click the Add button. Select the desired <i>Phone Type</i>, enter the <i>phone number</i>, and check <i>Preferred</i> if applicable. Note: You can only have one Preferred phone.</td> </tr> </tbody> </table>	If you wish to	Then...	Correct the existing phone	Enter the new phone information in the existing row.	Add a new phone type	Click the Add button. Select the desired <i>Phone Type</i> , enter the <i>phone number</i> , and check <i>Preferred</i> if applicable. Note: You can only have one Preferred phone.
If you wish to	Then...						
Correct the existing phone	Enter the new phone information in the existing row.						
Add a new phone type	Click the Add button. Select the desired <i>Phone Type</i> , enter the <i>phone number</i> , and check <i>Preferred</i> if applicable. Note: You can only have one Preferred phone.						
4.	<p>Click the Save  button.</p>						

Update Email

Step	Action						
1.	<p>Navigate to the Electronic Addresses page. Select Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phones > Electronic Addresses.</p> <p>OR</p> <p>Select Main Menu > Campus Community > Personal Information(Student) > Biographical (Student)> Addresses/Phones > Electronic Addresses.</p> 						
2.	<p>Enter search criteria. Click the Search button.</p> <p>Result: The Electronic Addresses page displays.</p> 						
3.	<p>Correct the existing email or add an additional email type.</p> <table border="1" data-bbox="354 1549 1422 1808"> <thead> <tr> <th data-bbox="354 1549 748 1587">If you wish to</th> <th data-bbox="748 1549 1422 1587">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="354 1587 748 1661">Correct the existing email</td> <td data-bbox="748 1587 1422 1661">Enter the new email information in the existing row.</td> </tr> <tr> <td data-bbox="354 1661 748 1808">Add a new email type</td> <td data-bbox="748 1661 1422 1808">Click the Add button. Select the desired <i>Email Type</i>, enter the <i>Email Address</i>, and check <i>Preferred</i> if applicable. Note: You can only have one Preferred email.</td> </tr> </tbody> </table>	If you wish to	Then...	Correct the existing email	Enter the new email information in the existing row.	Add a new email type	Click the Add button. Select the desired <i>Email Type</i> , enter the <i>Email Address</i> , and check <i>Preferred</i> if applicable. Note: You can only have one Preferred email.
If you wish to	Then...						
Correct the existing email	Enter the new email information in the existing row.						
Add a new email type	Click the Add button. Select the desired <i>Email Type</i> , enter the <i>Email Address</i> , and check <i>Preferred</i> if applicable. Note: You can only have one Preferred email.						
4.	<p>Click the Save  button at the bottom of the page.</p>						

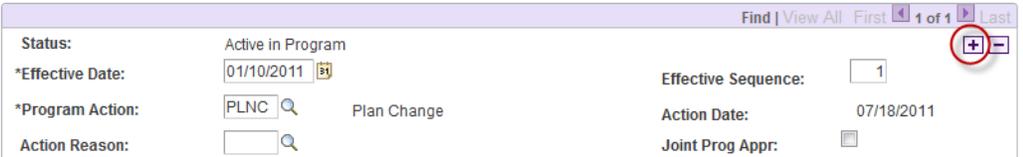
Update Ethnicity

Step	Action						
1.	<p>Access the Ethnicity page. Select Main Menu > Campus Community > Personal Information > Biographical > Personal Attributes > Ethnicity.</p> <p>OR</p> <p>Select Main Menu > Campus Community > Personal Information(Student) > Biographical (Student) > Personal Attributes > Ethnicity.</p> 						
2.	<p>Enter search criteria. Click the Search button.</p> <p>Result: The Ethnicity page displays.</p> 						
3.	<p>To update ethnicity:</p> <table border="1" data-bbox="354 1570 1421 1795"> <thead> <tr> <th>If you wish to</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Correct the existing ethnicity</td> <td>Enter the updated ethnicity information in the existing row.</td> </tr> <tr> <td>Add a new ethnic group</td> <td>Click the Add button. Select the desired <i>Ethnic Group</i> enter additional information and check <i>IPEDS</i> box.</td> </tr> </tbody> </table> <p>Note: If changes are made to the Person is Hispanic or Latino checkbox, click the Save button.</p>	If you wish to	Then...	Correct the existing ethnicity	Enter the updated ethnicity information in the existing row.	Add a new ethnic group	Click the Add button. Select the desired <i>Ethnic Group</i> enter additional information and check <i>IPEDS</i> box.
If you wish to	Then...						
Correct the existing ethnicity	Enter the updated ethnicity information in the existing row.						
Add a new ethnic group	Click the Add button. Select the desired <i>Ethnic Group</i> enter additional information and check <i>IPEDS</i> box.						

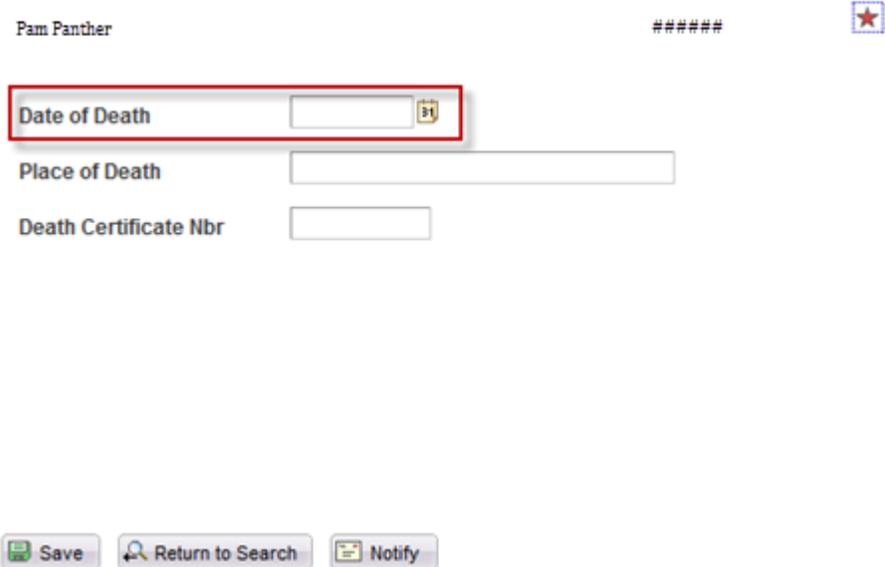
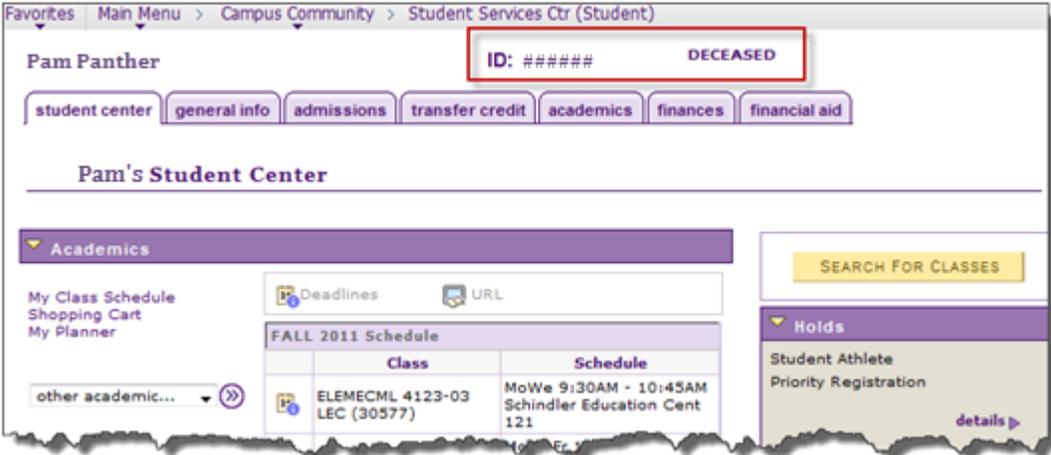
Add/Update Decedent Data (Death)

In the event that a student who has completed an application passes away, two updates must be made. **Prior to making these updates, if the deceased student was currently enrolled you should process a Term Withdrawal before updating the Program/Plan information:**

- Student Program/Plan – Program Action is changed to “WADM” (Administrative Withdrawal), and the Action Reason is changed to “DEAT” (Deceased).
- Update Campus Community Decedent Data

Step	Action
1.	Access the Student Program/Plan page. Select Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan
2.	<p>Enter search criteria. Click the Search button.</p> <p>Result: The Student Program/Plan tab displays.</p> 
3.	<p>Click the Add Row button.</p> 

Step	Action								
4.	<p>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="354 504 1419 638" style="border: 1px solid #ccc; padding: 5px;"> <p>Program Status</p> <table border="0"> <tr> <td>Status:</td> <td>Deceased</td> <td>Action Date:</td> <td>06/11/2010</td> </tr> <tr> <td>*Program Action:</td> <td>WADM  Administrative Withdrawal</td> <td>Action Reason:</td> <td>DEAT  Deceased Evaluation</td> </tr> </table> </div>	Status:	Deceased	Action Date:	06/11/2010	*Program Action:	WADM  Administrative Withdrawal	Action Reason:	DEAT  Deceased Evaluation
Status:	Deceased	Action Date:	06/11/2010						
*Program Action:	WADM  Administrative Withdrawal	Action Reason:	DEAT  Deceased Evaluation						
5.	<p>Click the Save  button.</p>								
6.	<p>Update Campus Community Decedent Data. Select Main Menu > Campus Community > Personal Information > Biographical > Personal Attributes > Decedent Data</p> <p>OR</p> <p>Select Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Personal Attributes > Decedent Data</p> <div data-bbox="354 976 1419 1003" style="border: 1px solid #ccc; padding: 2px;"> <p>Favorites : Main Menu > Campus Community > Personal Information > Biographical > Personal Attributes > Decedent Data</p> </div> <p>Decedent Data</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="354 1144 1419 1459" style="border: 1px solid #ccc; padding: 5px;"> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>ID: <input type="text" value="begins with"/> <input type="text" value="454030"/></p> <p>Campus ID: <input type="text" value="begins with"/></p> <p>National ID: <input type="text" value="begins with"/></p> <p>Last Name: <input type="text" value="begins with"/></p> <p>First Name: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p> </div>								

Step	Action				
7.	<p>Enter search criteria. Click the Search button.</p> <p>Result: The Decedent Data page displays.</p> <p>Decedent Data</p>  <p>Pam Panther ID: #####</p> <p>Date of Death <input type="text"/> </p> <p>Place of Death <input type="text"/></p> <p>Death Certificate Nbr <input type="text"/></p> <p>Save Return to Search Notify</p>				
8.	<p>Enter the Date of Death or date UNI was notified of the Death. If you have additional information you may enter it also however; it is not required.</p>				
9.	<p>Click the Save button.</p> <p>Result: The description “Deceased” will now display next to the student ID on many pages in the system. Example: Student Services Center:</p>  <p>Favorites Main Menu > Campus Community > Student Services Ctr (Student)</p> <p>Pam Panther ID: ##### DECEASED</p> <p>student center general info admissions transfer credit academics finances financial aid</p> <p>Pam's Student Center</p> <p>Academics</p> <p>My Class Schedule Shopping Cart My Planner</p> <p>other academic... </p> <p>Deadlines URL</p> <p>FALL 2011 Schedule</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>ELEMECML 4123-03 LEC (30577)</td> <td>MoWe 9:30AM - 10:45AM Schindler Education Cent 121</td> </tr> </tbody> </table> <p>SEARCH FOR CLASSES</p> <p>Holds</p> <p>Student Athlete Priority Registration</p> <p>details ></p>	Class	Schedule	ELEMECML 4123-03 LEC (30577)	MoWe 9:30AM - 10:45AM Schindler Education Cent 121
Class	Schedule				
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