

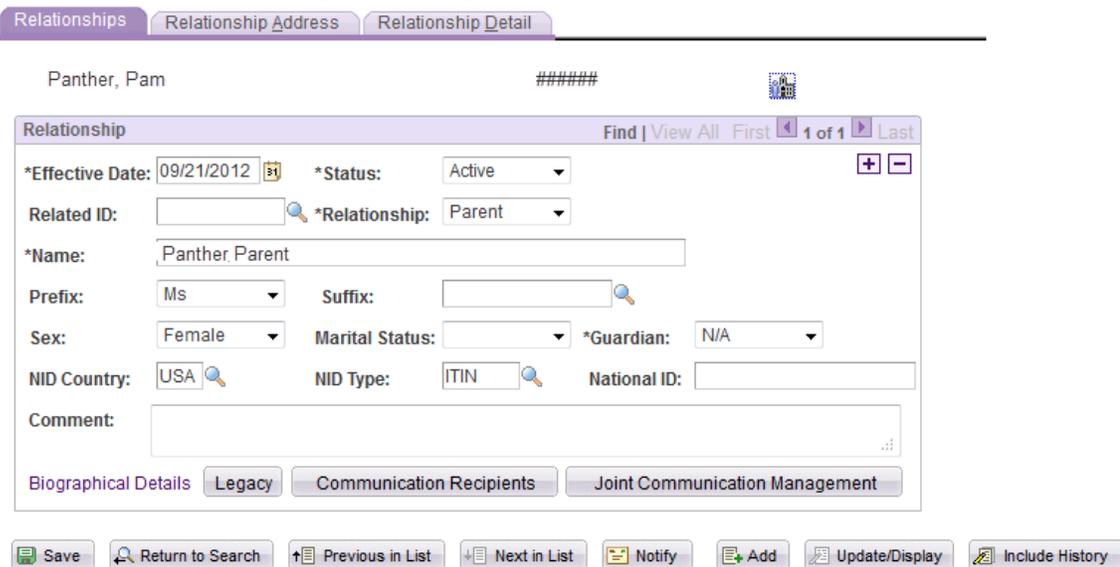
Viewing & Updating Relationships

Purpose: Access the Relationships page to view current relationships and/or make updates if requested by students.

How it works: The relationship data in Campus Solutions displays on the **parent information** tab in the student's *Update My Personal Information* pagelet in My UNiverse. Students may change the information themselves here and the updates will feed into Campus Solutions. The Registrar's Office may make changes in Campus Solutions and those changes will update the display in the student's **parent information** tab in their *Update My Personal Information* pagelet.



Step	Action
1.	<p>Access the Relationships page. Select Main Menu > Campus Community > Personal Information > Biographical > Relationships > Relationships.</p> <p>OR</p> <p>Select Main Menu > Campus Community > Personal Information(Student) > Biographical (Student) > Relationships > Relationships.</p> <p><i>Favorites</i> <i>Main Menu</i> > <i>Campus Community</i> > <i>Personal Information (Student)</i> > <i>Biographical (Student)</i> > <i>Relationships</i> > <i>Relationships</i></p> <p>Relationships</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 Add a New Value</p> <p>Search Criteria</p> <p>ID: begins with <input type="text"/></p> <p>Relationship Nbr: = <input type="text"/></p> <p>National ID: begins with <input type="text"/></p> <p>Campus ID: begins with <input type="text"/></p> <p>Last Name: begins with <input type="text"/></p> <p>First Name: begins with <input type="text"/></p> <p>Relationship: = <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>

Step	Action
2.	<p>Enter search criteria. Click the Search button.</p> <p>Result: The Relationships page displays.</p>  <p>The screenshot shows a web interface for managing relationships. At the top, there are tabs for 'Relationships', 'Relationship Address', and 'Relationship Detail'. Below the tabs, the name 'Panther, Pam' is displayed next to a masked ID '#####'. A search bar contains 'Panther, Pam'. Below this is a 'Relationship' form with the following fields: <ul style="list-style-type: none"> *Effective Date: 09/21/2012 *Status: Active Related ID: (empty) *Relationship: Parent *Name: Panther, Parent Prefix: Ms Suffix: (empty) Sex: Female Marital Status: (empty) *Guardian: N/A NID Country: USA NID Type: ITIN National ID: (empty) Comment: (empty) At the bottom of the form are buttons for 'Biographical Details', 'Legacy', 'Communication Recipients', and 'Joint Communication Management'. Below the form is a toolbar with buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, and Include History. </p>
3.	<p>To View: Click the Include History button  Include History to view relationship history. Use the <u>View All</u> link to display all relationships, if applicable.</p> <p>To Update: Click the Add Row button . Enter the updated information. Click the Save button.</p> <p><i>Note:</i> If a student wish requests their parents be removed, add a new row, leave the fields blank, and set the Status field to <i>Inactive</i>.</p>