

# Services Data - Campus Community

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## Decedent Data

### Description

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Enter the date of death and other data about the decedent. Only the date of death is required to display the deceased label on all other pages about this individual. **Given the sensitive nature of this data, and the fact that there is programming behind it, be very careful about searching for the correct individual. Furthermore, there are numerous operational procedures that would need to be terminated once the decedent's death has been recorded.**

### Process Steps

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#### *Navigation:*

**Campus Community > Personal Information (Student) > Biographical (Student) > Personal Attributes > Decedent Data**

#### **Step 1: The Decedent Data Search Page**

Follow the above navigation to bring up a Search Page for entering Decedent Data information. Enter information required to locate the student in the database.

##### **1.1 Entering Search Criteria**

### Decedent Data


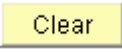
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

<b>EmpID:</b>	begins with	0066880	
<b>Academic Career:</b>	=	Undergraduate	
<b>National ID:</b>	begins with		
<b>Campus ID:</b>	begins with		
<b>Last Name:</b>	begins with		
<b>First Name:</b>	begins with		

Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

- 1.1.1 **EmplID:** If you know the student's EMPLID, enter it here. This is the most efficient way to search for a student.
- 1.1.2 **Academic Career:** This is not required, but enter it if known.
- 1.1.3 **National ID:** If you know the student's National ID number (Social Security Number for USA, Social Insurance Number for Canada), enter it here.
- 1.1.4 **Campus ID:** The University of Maine System is not currently using the Campus ID.
- 1.1.5 **Last Name:** You can enter a portion of the last name as search criteria.
- 1.1.6 **First Name:** You can enter a portion of the first name as search criteria.
- 1.1.7 Click  to continue or  to have the system clear all of the text boxes so you can start again.


## **Step 2: Decedent Data**

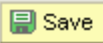
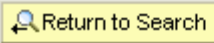
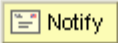
After you have completely established that you have the correct individual, you may enter the decedent data.

### **2.1 Entering Decedent Data**

### Decedent Data

Paul Bunyan 0066880

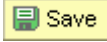
<b>Date of Death</b>	<input type="text" value="12/03/2004"/> 
<b>Place of Death</b>	<input type="text" value="Allagash, Maine"/>
<b>Death Certificate Nbr</b>	<input type="text" value="123456789"/>

- 2.1.1 Enter the individual's **Date of Death**. You can enter the official date of death, preferably, or the date when the institution was notified of the death. When you enter a date and save the page, the

system displays the word *DECEASED* at the top of pages about this individual throughout the UMS. If you do not enter a date, the deceased label will not appear.

2.1.2 **Place of Death** and **Death Certificate Nbr** are not required, but may be entered if known.

2.1.3  your data.

## Source Documents

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Death Certificate, Obituary, Telephone Call

## Security Roles

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Maintained by: Registrars Office, Admissions Office

Viewable by: Everybody

APPROVED and TESTED by Admissions and Campus Community Team on January 17, 2006