

# Biographical Data Maintenance

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## Ethnicity Detail

### Description

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This script will describe how to add ethnicity detail to a person whose ethnicity is related to a North American tribe, Latino/a heritage or Franco-American. Ethnicity Detail is a subset of Ethnic Group, and each of the valid values for Ethnicity Detail has been mapped to an Ethnic Group. This step can be completed while adding a person to the system, or while modifying a person's record. Furthermore, a person can have multiple rows of Ethnicity Detail, with percentages for each Detail as desired.

### Process Steps

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#### **Navigation:**

**Campus Community > Personal Information (Student) > Biographical (Student) > Personal Attributes > Ethnicity**

#### **Step 1: The Ethnicity Search Page**

- 1.1 When you navigate to the **Ethnicity** page, you will see the search page below called "**Find an Existing Value.**"
  - 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:** You can enter the student's career, e.g., undergraduate or graduate.
  - 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 You can save (and name) your search parameters by clicking the [Save Search Parameters](#) link.
  - 1.1.8 Click  to continue or  to have the system clear all of the text boxes so you can start again.

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

**Find an Existing Value**

EmpID: begins with

Academic Career: =

National ID: begins with

Campus ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

**Step 2: Entering the Ethnicity Detail**

- 2.1) First enter the person's **Ethnic Group** on the **Ethnicity** page if it isn't there already.
- 2.2) Multiple Ethnic Groups can be entered with the Add button. The Primary checkbox **MUST** be checked for one of the Ethnic Groups, even if there is only one.
- 2.2) Then click on the [Ethnicity Detail](#) link.

**Ethnicity**  
Geordi LaForge 0136978

*Regulatory Region	Description	*Ethnic Group	Description	Primary	Ethnicity Detail
USA	United States	MOHAWK	Mohawk	<input checked="" type="checkbox"/>	<a href="#">Ethnicity Detail</a>

- 2.3) On the **Ethnicity Detail** page you can enter the percentage, in this case ½ Mohawk. Click  when you are finished to return to the Ethnicity page.

**Ethnicity Detail**

Ethnic Group: Mohawk  Primary

Ethnic Category: American Indian/Alaska Native

Percentage:  /

- 2.4) Click  to save this transaction on the person's record.

## Source Documents

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Applications (optional), Recruiting documents, Wabanaki Center, in person

## Security (Functional) Roles

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Ability to add/update/view

S\_RA\_SUPERUSER

S\_RA\_RECRUITER

S\_RA\_DATA\_ENTRY

S\_RA\_LEADER

S\_RA\_APPLICATION\_REVIEWER

S\_RA\_QUICK\_ADMIT

Registrars, registrar staff, registration staff.

Wabanaki Center Staff

APPROVED and TESTED by Admissions and Campus Community Team on January 10, 2006.