Biographical Data Maintenance

Languages

Description

This script will describe how to enter data to track an individual’s ability to read, write, or speak languages. This is not a required component of Biographical data; individual universities may choose to use this function as needed.

Process Steps

Navigation:
Campus Community > Personal Information (Student) > Biographical (Student) > Personal Attributes > Languages

Step 1: The Languages Search Page

1.1 When you navigate to the Languages 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 Click Search to continue or Clear to have the system clear all of the text boxes so you can start again.
Step 2: Entering the Language

2.1) You will be presented with the Languages page. In the Language Code field, click on the lookup icon to find the code for the language you wish to enter.

2.2) This will open the Lookup Language page. Click on the button to find and select the appropriate language.

2.3) On the Languages page, you may enter the appropriate information relevant to each of the languages you wish to enter for this person. You may also leave fields blank. NOTE: You may add rows, as pictured below, to insert more than one language. You may also delete rows of information if desired.
2.4) When you have finished entering the information, click Save to save the changes.

**Source Documents**

Self Reported.

**Security Roles**

Maintained by:
S_RA_SUPERUSER  S_RA_LEADER
S_RA_RECRUITER  S_RA_APPLICATION_REVIEWER
S_RA_DATA_ENTRY  S_RA_QUICK_ADMIT

Registrar staff, registration staff.

Viewable by everyone.

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