

# Biographical Data Maintenance

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## Languages

### Description

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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

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**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  to continue or  to have the system clear all of the text boxes so you can start again.

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

**Find an Existing Value**

EmpID:

Academic Career:

National ID:

Campus ID:


Last Name:

First Name:

Case Sensitive

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

## 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.

**Look Up Language Code**

Accomplishment:

Description:

[Basic Lookup](#)

**Search Results**

View All First  1-65 of 65  Last

Accomplishment	Description
<a href="#">AF</a>	<a href="#">Afrikaans</a>
<a href="#">AM</a>	<a href="#">Amharic</a>
<a href="#">AR</a>	<a href="#">Arabic</a>
<a href="#">ASL</a>	<a href="#">American Sign Language</a>

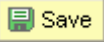
- 2.3) On the **Languages** page, you may enter the appropriate information relevant to each of the languages you wish to enter for this person. You may also leave fields blank. NOTE: You may add rows, as pictured below, to insert more than one language. You may also delete rows of information if desired.

**Languages**

Wesley Crusher 0136979

Languages									
*Language Code		Native	Translator	Teacher	Speak	Read	Write	Evaluation Date	
GE	German	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	High	High	High		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

As many rows as needed can be added

2.4) When you have finished entering the information, click  to save the changes.

## Source Documents

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Self Reported.

## Security Roles

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Maintained by:

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.

Viewable by everyone.

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