Biographical Data Maintenance

Names

Description

This script will describe how to use the Names page in Biographical (Student) to modify or add a name type on a person’s existing record. Every person is assigned a Primary and a Preferred name type (derived from primary until it is changed). Other name types are available and can be added or modified as needed.

Process Steps

Navigation: Campus Community > Personal Information (Student) > Biographical (Student) > Names

Step 1: The Names Search Page

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

On the Names page, you may choose to modify an existing Type of Name for the person, or add a new Type of Name to the record.

2.1 Modifying an Existing Name

2.1.1) If Primary Name changes add an effective-dated row to change the Primary name.

For changes to other name types:

2.1.2) All the current Name Type entries for this person will be at the top of the page.
2.1.3) Select the Type of Name that you wish to modify, e.g., Preferred in this example.
2.1.4) Notice that a new **Effective Date** of today is defaulted.

2.1.5) Edit the name fields as needed. In this case, the person has reported a new preferred first name.

2.1.6) When finished, click on **Save** at the bottom of the page. This person now has a modified preferred name effective 10/13/2005.

### 2.2 Adding a New Name Type

To add a name, you must insert a row at the **Add/change a name** level.

2.2.1) Choose the **Type of Name** you wish to add, and enter the new name as needed. In this case, the person wants a *Diploma* name that is different from his *Preferred* name. The middle name of Tiberius has been added. Notice the effective date is today.
2.2.2 Click (refresh) to update the display name formats to reflect any changes made in any of the name fields.
2.2.3 Click **Submit** to submit data *before* saving the page. Submitting the data changes the data in the **Current Names** area so that you can view the changes, and clears all fields in the Add/change a name area.
2.2.3 Once finished, click Save to save this new name type. **Warning:** You must hit Save to save the change to the database. This person now has a Diploma name added to his record.

**Source Documents**

Social Security Card, Admissions Application, Driver's License, Marriage Certificate, Adoption papers, Passport, or other legal name change documentation. (We expect that document management will provide an audit trail.)

**Security (Functional) Roles**

Maintained by:

- S_RA_SUPERUSER
- S_RA_LEADER
- S_RA_RECRUITER
- S_RA_APPLICATION_REVIEWER
- S_RA_DATA_ENTRY
- S_RA_QUICK_ADMIT

Registrars, registrar staff, registration staff.
Viewable by everyone

APPROVED and TESTED by Admissions and Campus Community Team on January 9, 2006