



Maintaining Student Names

Description

Several types of names can be stored in a student's bio-demo data. This Guide covers how to add or update a name. Name types used by the UMS are: **Primary** (legal name), **Preferred**, **Diploma** and **Former**. Names are effective dated, which means that when you change a name you add another row for that name type. This maintains a history of name changes. It isn't necessary to have all name types entered. However, everyone in Campus Community will have at least a **Primary** name. They will also have a **Preferred** name which is created from the **Primary** name when the person is entered into the database.

Students and applicants can enter/change their Preferred and Diploma names through self-service. Primary and Former names must be entered by staff, after examining documents such as Social Security cards, marriage or divorce certificates, etc. Student employees are responsible for informing Human Resources about their name changes as well.

For more detailed coverage of this subject, see the Business Process: **CC002 Names**.

Navigation

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



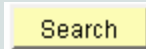
Names

QG / Quick Guide

Step 1: Search for the person.

Some fields may be populated based on your User Defaults.

Enter criteria and click



This brings up the **Names** page.

Names

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

Find an Existing Value

ID:

Academic Career:

National ID:

Campus ID:

Last Name:

First Name:

Include History Correct History Case Sensitive

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



Names

QG / Quick Guide

Step 2: The Names Page

In our example to the right, Charlotte has 2 names: **Primary** and **Preferred**.

To either add a new type of name or change an existing name, you can use the **Add/Change a Name** fields below the **Current Names** list.

To add a **NEW** type of name, use the **Type of Name** pull-down menu to select the type, then fill in the remaining fields.

By default the **Effective Date** for this new name will be the current date. However, you can set that to some other value.

Once you have entered the new name, click

Submit

If the new name does not appear in the **Current Names** list, click the refresh button



Names

Charlotte Czerny 0539777

Name Type	Name	Effective Date	Status	Name History
Primary	Charlotte Czerny	07/10/2006	Active	Name History
Preferred	Charlotte Czerny	07/10/2006	Active	Name History

Add/change a name

Type of Name

Effective Date: 07/27/2006

*Format Using: English [Change Format](#)

Prefix:

First Name:

Last Name:

Suffix:

Status:

Middle Name:

Display Name:

Formal Name:

Name:

Names

Charlotte Czerny 0539777

Name Type	Name	Effective Date	Status
Primary	Charlotte Czerny	07/10/2006	Active
Preferred	Charlotte Czerny	07/10/2006	Active

Add/change a name

Type of Name

Effective Date:

*Format Using:

Prefix:

Status:



Names

QG / Quick Guide

We have added a Diploma name for Charlotte.

Now we want to change her Preferred name.

Step 3: Change an Existing Name

To update a name using **Add/Change a Name**, click the **Name Type** in the Current Names list for the name you want to change (Preferred in our example).

This will fill the Add/Change a Name fields with the old name.

Edit the name, click

We'll see an alternative way of editing a name on the next page.

Names

Charlotte Czerny

0539777

Current Names

Customize | Find | View All | First 1-3 of 3 Last

Name Type	Name	Effective Date	Status	Name History
Primary	Charlotte Czerny	07/10/2006	Active	Name History
Preferred	Charlotte Czerny	07/10/2006	Active	Name History
Diploma	Charlotte Czerny	07/27/2006	Active	Name History

Add/change a name


Type of Name: Preferred
Effective Date: 07/27/2006
Status: Active
*Format Using: English
Prefix:
First Name: Lottie
Last Name: Czerny
Suffix:
Display Name:
Formal Name:
Name:



Names

QG / Quick Guide

Alternatively, to change an existing name, click the [Name History](#) link next to the name you want to update.




To add a new effective dated row—that is, to add a new version of that name type, click the 

This will bring up a page where you can enter the new name.






Names

Charlotte Czerny

0539777

Current Names					Customize Find View All 	First  1-3 of 3  Last
Name Type	Name	Effective Date	Status	name history		
Primary	Charlotte Czerny	07/10/2006	Active	Name History		
Preferred	Charlotte Czerny	07/10/2006	Active	Name History		
Diploma	Charlotte Czerny	07/27/2006	Active	Name History		

Name Type History

Name History			
Type of Name:		Preferred	
Names Detail			
Find First  1-2 of 2  Last			
Effective Date:	Format Using:	Name:	Status:  
07/27/2006	English	Czerny,Lottie	Active
Effective Date:	Format Using:	Name:	Status:  
07/10/2006	English	Czerny,Charlotte Anna	Active

OK

Cancel



▶ Names

QG / Quick Guide

The new row lets you set the Effective Date for this new version of the name. Click the [Edit Name](#) link to enter the new name.

After entering the new version of the name (Charlotte's Primary name in this example, click

OK

Click again to return to the Names page.

Step 4: Save

On the Names page, click

Effective Date:	*Format Using:	Name:	Status:
07/27/2006	English	Czerny,Charlotte Annabelle	Active
			Edit Name
Effective Date:	Format Using:	Name:	Status:
07/27/2006	English	Czerny,Charlotte Annabelle	Active

OK Cancel

Names Detail

Edit Name

Edit Name

Type of Name: Primary

Effective Date: 07/31/2006

*Format Using: English [Change Format](#)

Status: Active

Prefix:

First Name: Charlotte

Last Name: Czerny

Middle Name: Annabelle

Suffix:

Display Name: Charlotte Czerny

Formal Name: Charlotte Czerny

Name: Czerny,Charlotte Annabelle

OK Cancel