

# Biographical Data Maintenance

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## Phones

### Description

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This script will describe how to add phones to a person's record. A person may have as many phone numbers as there are phone types available.

### Process Steps

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#### *Navigation:*

**Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Phones**

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

- 1.1) When you navigate to the **Phones** page, you will see the search page below called **"Find an Existing Value."**

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

**Find an Existing Value**

**EmplID:** begins with ▾ 0030001 🔍

**Academic Career:** = ▾ [ ] ▾

**National ID:** begins with ▾ [ ]

**Campus ID:** begins with ▾ [ ]



**Last Name:** begins with ▾ [ ]

**First Name:** begins with ▾ [ ]

Case Sensitive



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

- 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.



## Step 2: Phone Numbers Page


On the **Phone Numbers** page, you may choose to modify an existing phone for the person, or add a new phone to the record.

- 2.1 Under **Phone Type**, select the category for this phone number.
- 2.2 Enter the phone number in the Phone Number section. You may enter the digits in one continuous stream; they will automatically be formatted when you save the changes. International numbers should be entered *in their entirety* in the **Phone Number** field.
- 2.3 Enter the **Extension** if appropriate, or the **Country Code** if the number requires a country code when calling.
- 2.4 If you wish to add an additional phone number, you may click on the  button to insert another line. If you wish to delete an existing phone, click on the  on that row.
- 2.5 Click on the Preferred checkbox if this is the person's preferred phone number.


### Phone Numbers

Amy Picard 0030001

Phone Detail					
*Phone Type	Phone Number	Extension	Country Code	Preferred	
Cellular	207/478-9999			<input type="checkbox"/>	
Home	207/555-1212			<input checked="" type="checkbox"/>	



USA and Canadian numbers will be formatted correctly after you Save the changes.

- 2.6 Click  when you are finished to save the changes.

## Source Documents

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Admissions Applications, recruiting material, registration documents

## Security Roles

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Maintained and viewable 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.

Student Financials Staff

Everyone

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