

Update the Student's Personal Information

Navigation:

Student Admissions > Application Maintenance > Add/Update a Person

Add/Update a Person
Enter any information you have and click Search. Leave fields blank for

Find an Existing Value **Add a New Value**

ID: begins with 200001544
Campus ID: begins with
National ID: begins with
Last Name: begins with
First Name: begins with

Include History Correct History

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

Enter the **EmplID** and click **Search**
If you do not know the EmplID, you can search by **National ID (SS#)** and/or **First Name and Last Name**

Review the information on the following pages and make the necessary updates.

Overview of the *Biographical Details* tab

The screenshot shows the 'Biographical Details' tab for a user named Sammy Rant. The interface includes several sections:

- Person Information:** Fields for Date of Birth (03/11/1980), Birth Information link, Campus ID, and a Names link.
- Biographical History:** Fields for Effective Date (10/15/2007), Marital Status (Single), As of (10/15/2007), and Gender (Male). Includes a Birth Information link.
- National ID:** A table with columns for Country (USA), National ID Type (Social Security Number), National ID (055-84-9631), and Primary (checked).
- Contact Information:** Includes an Addresses tab, Address Type (Home), Effective Date (10/15/2007), Status (Active), Country (USA), and Address (1000 Main Street, Stony Brook, NY 11790). It also features a Phone table with columns for Type, Phone, Ext, Country, and Preferred, and an Email section with Type and Email Address fields.
- Navigation:** Links for Visa/Permit Data and Citizenship are at the bottom, along with buttons for Add, Update/Display, Include History, and History.

Click the **Names** link to add or update a name

Date of Birth is required. Click the **Birth Information** link to enter the Birth Country.

Insert a new row here to update the **Marital Status** and **Gender**

National ID (Social Security Number) is required here

Add and update **Phone** and **Email Address** here

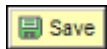
Click the **Addresses** link (or the **Addresses tab** at the top) to add or update an address

Click the **Visa/Permit Data** link or the **Citizenship** link to go to these pages

Add or Update a Name

Click the **Names** link on the **Biographical Details** page

The screenshot shows the 'Names' interface. At the top, there is a table titled 'Current Names' with columns: Name Type, Name, Effective Date, Status, and Name History. A callout points to this table with the text: 'Existing names are listed here'. Below the table is a form titled 'Add/change a name'. A callout points to the 'Type of Name' dropdown menu with the text: 'Click the **Name History** link to see all name changes'. The form contains fields for Effective Date, Status, Format Using, Prefix, First Name, Middle Name, Last Name, and Suffix. A callout points to the 'Type of Name' dropdown and the 'Effective Date' field with the text: 'To update an existing name or add another name, select the **Type of Name**, enter the **Effective Date** and complete the name information.' Below the form are 'Submit' and 'Reset' buttons. A callout points to the 'Submit' button with the text: 'Click **Submit** You will see the change listed under Current Names. Click **OK**'. At the bottom of the interface are 'OK', 'Cancel', and 'Refresh' buttons.



To save your changes, click the **Save** button.

Correct a Name

Only some users have access to **Correct History**. Only use it to correct a misspelled name.

Biographical Details | Addresses | Regional

Sammy Rant 200001544 [Names](#)

Person Information

Date of Birth: 03/11/1980 [Birth Information](#) Campus ID:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 10/15/2007

*Marital Status: Single As of: 10/15/2007

*Gender: Male

National ID Customize | Find | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	055-84-9631	<input checked="" type="checkbox"/>

Contact Information

Addresses Find | View All First 1 of 2 Last

Address Type: Home [Addresses](#)

Effective Date: 10/15/2007

Status: Active

Country: USA

Address: 1000 Main Street
Stony Brook, NY 11790

*Type	Phone	Ext	Country	Preferred
Home	631/555-1111			<input checked="" type="checkbox"/>
Office 1	632-1232			<input type="checkbox"/>

Add

*Type	*Email Address	Preferred
		<input type="checkbox"/>

Add

[Visa/Permit Data](#) [Citizenship](#)

Save Return to Search Refresh Add Update/Display Include History **Correct History**

Click the **Correct History** button

Click the **Names** link

Names

Current Names Customize | Find | View All | First 1 of 1 Last

Name Type	Name	Effective Date	Status	Name History
Primary	Sammy Rant	10/15/2007	Active	Name History

Add/change a name

Type of Name:

Effective Date: 11/08/2007 Status: Active

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

Prefix:

First Name:

Last Name:

Middle Name:

Suffix:

Display Name:

Formal Name:

Name:

Submit Reset

OK Cancel Refresh

Click the **Name History** link next to the name that you want to correct

When you get to the next page click the **Edit Name** link

Make the correction

Click **OK** until you return the **Biographical Details** page

Click **Save**

Update an Existing Address

Click the **Addresses** tab

Sammy Rant 200001544

Biographical Details **Addresses** **Regional**

Current Addresses [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 | [Last](#)

Address Type	Address	Effective Date	Status	Edit/View Address Detail
Home	1000 Main Street Stony Brook, NY 11790	10/15/2007	Active	Edit/View Address Detail
Mailing	P.O. Box 123 Stony Brook, NY 11790	10/18/2007	Active	Edit/View Address Detail

Add Address **Add Address Types**

Effective Date: Status:

Country: United States

Address: [Edit Address](#) [Address Linkage](#)

* Home
 * Mailing
 Business
 Check
 Dormitory
 Legal
 Campus
 Other

Click the **Edit/View Address Detail** link next to the address type that you want to update

Address History

Address Type Home

Address History [Find](#) [First](#) | 1 of 1 | [Last](#)

Effective Date	Country	Status	Address	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="10/15/2007"/> <input type="button" value="B1"/>	<input type="text" value="USA"/> <input type="button" value="Q"/>	<input type="text" value="Active"/> <input type="button" value="v"/>	1000 Main Street Stony Brook, NY 11790	Update Addresses Address Linkage

Click the **Add a new row** button next to the address that you want to update

Address History

Address Type Home

Effective Date	Country	Status	Address	
11/08/2007	USA	Active	1000 Main Street Stony Brook, NY 11790	<input type="button" value="+"/> <input type="button" value="-"/> Update Addresses Address Linkage
10/15/2007	USA	Active	1000 Main Street Stony Brook, NY 11790	<input type="button" value="+"/> <input type="button" value="-"/> Update Addresses Address Linkage

OK Cancel Refresh

The new row is added above the existing one. Enter the **Effective Date**, select the **Country** and click the **Update Addresses** link.

Edit Address

Country: United States [Change Country](#)

Address 1: 2356 Lazy Lane

Address 2:

Address 3:

City: Patchogue State: NY New York Postal: 11772

County:

OK Cancel

Enter the new address and click OK

Address History

Address Type Home

Effective Date	Country	Status	Address	
11/08/2007	USA	Active	2356 Lazy Lane Patchogue, NY 11772	<input type="button" value="+"/> <input type="button" value="-"/> Update Addresses Address Linkage
10/15/2007	USA	Active	1000 Main Street Stony Brook, NY 11790	<input type="button" value="+"/> <input type="button" value="-"/> Update Addresses Address Linkage

OK Cancel Refresh

Click **OK** again. Your changes will not be saved until you click the **Save** button.

Correct an Address

Only some users have access to **Correct History**. Only use it to correct a misspelled address.

Biographical Details | Addresses | Regional

Sammy Rant 200001544 [Names](#)

Person Information

Date of Birth: 03/11/1980 [Birth Information](#) Campus ID:

Biographical History [Find | View All](#) First 1 of 1 Last

*Effective Date: 10/15/2007 [+](#) [-](#)

*Marital Status: Single As of: 10/15/2007

*Gender: Male

National ID [Customize | Find](#) First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	055-84-9631	<input checked="" type="checkbox"/>

Contact Information

Addresses [Find | View All](#) First 1 of 2 Last

Address Type: Home [Addresses](#)

Effective Date: 10/15/2007

Status: Active

Country: USA

Address: 1000 Main Street
Stony Brook, NY 11790

Phone

*Type	Phone	Ext	Country	Preferred
Home	631/555-1111			<input checked="" type="checkbox"/>
Office 1	632-1232			<input type="checkbox"/>

Add

Email

*Type	*Email Address	Preferred
		<input type="checkbox"/>

Add

[Visa/Permit Data](#) [Citizenship](#)

Save [Return to Search](#) Refresh [Add](#) [Update/Display](#) [Include History](#) **Correct History**

Click **Correct History**

Biographical Details | Addresses | Regional

Sammy Rant 200001544

Current Addresses [Customize | Find | View All](#) First 1 of 1 Last

Address Type	Address	Effective Date	Status	Edit/View Address Detail
Home	1000 Main Street Stony Brook, NY 11790	10/15/2007	Active	Edit/View Address Detail
Mailing	P.O. Box 123 Stony Brook, NY 11790	10/18/2007	Active	Edit/View Address Detail

Add Address

Effective Date: 11/08/2007 [+](#) [-](#) Status: Active

Country: USA United States

Address: [Edit Address](#) [Address Linkage](#)

Submit Reset

Add Address Types

- * Home
- * Mailing
- Business
- Check
- Dormitory
- Legal
- Campus
- Other

Click the **Addresses** tab

Click the **Edit/View Address Detail** link next to the address type that you want to correct

Click the **Update Addresses** link

When you get to the next page make the corrections

Click **OK** until you return to the **Addresses** page

Click **Save**

Address History

Address Type Home

Effective Date	Country	Status	Address
10/15/2007	USA	Active	1000 Main Street Stony Brook, NY 11790

1 of 1 Last

[Update Addresses](#)

[Address Linkage](#)

OK Cancel Refresh

Add a New Address Type

Click the **Addresses** tab

Current Addresses Customize | Find | View All | First

Address Type	Address	Effective Date	Status	Edit
Home	1000 Main Street Bellport, NY 11713 Suffolk	11/08/2007	Active	Edit Det

Add Address Add Address

Effective Date: Status:

Country: United States

Address: [Edit Address](#) [Address Linkage](#)

- * Home
- Mailing
- Business
- Dormitory
- Billing
- Foreign home address
- SEVIS
- Local (Off Campus)
- Grad student's dept mailbox
- Campus (Internal Format)
- Send diploma here

* Active address exists
[Explain](#)

Select the **Address Type**
Enter the **Effective Date**
Click **Edit Address** link
Complete the address information
Click **Submit**
Click **Save**

Update Phone and Email Information

Click the **Biographical Details** tab.

Make sure that you indicate one Phone and one Email as **“Preferred”**!

Biographical Details | Addresses | Regional

Sammy Rant 200001544 [Names](#)

Person Information

Date of Birth: 03/11/1980 [Birth Information](#) Campus ID:

Biographical History [Find](#) | [View All](#) | [First](#) | [Last](#)

*Effective Date: 10/15/2007 [Birth Information](#)

*Marital Status: Single As of: 10/15/2007 [Birth Information](#)

*Gender: Male

National ID [Customize](#) | [Find](#) | [First](#) | [Last](#)

*Country	*National ID Type	National ID
USA	Social Security Number	055-84-9631

Contact Information

Addresses [Find](#) | [View All](#) | [First](#) | [1 of 2](#) | [Last](#)

Address Type: Home [Addresses](#)

Effective Date: 10/15/2007

Status: Active

Country: USA

Address:
1000 Main Street
Stony Brook, NY 11790

*Type	Phone	Ext	Country	Preferred
Home	631/555-1111			<input checked="" type="checkbox"/>
Office 1	632-1232			<input type="checkbox"/>
Add				

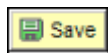
*Type	*Email Address	Preferred
		<input type="checkbox"/>
Add		

[Visa/Permit Data](#) [Citizenship](#)

[Save](#) [Return to Search](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Existing Phone or Email addresses can just be replaced with the new or corrected information.

To add a new **Phone Type** or **Email Type**, click the **Add** button.



To save your changes, click the **Save** button.

Update Ethnic Group

Click the **Regional** tab.

Only one **Ethnic Group** is required. It is not necessary to add a new row here to update it.

Sammy Rant 200001544

USA

Ethnicity Find | View First 1 of 1 Last

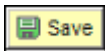
*Regulatory Region: USA United States *Ethnic Group: WHITE White Primary [Ethnicity Detail](#)

History Find | View All First 1 of 1 Last

*Effective Date: 10/15/2007 Military Status: Not indicated

Disabled Disabled Veteran VA Benefit

[Save](#) [Return to Search](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)



To save your changes, click the **Save** button.

Update Visa Permit Information

To access the **Visa/Permit Data** page click the link on the **Biographical Details** page.

Biographical Details | Addresses | Regional

Sammy Rant 200001544 [Names](#)

Person Information

Date of Birth: 03/11/1980 [Birth Information](#) Campus ID:

Biographical History [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 10/15/2007 [Birth Information](#)

*Marital Status: Single As of: 10/15/2007 [Birth Information](#)

*Gender: Male

National ID [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	055-84-9631	<input checked="" type="checkbox"/>

Contact Information

Addresses [Find](#) | [View All](#) First 1 of 2 Last

Address Type: Home [Addresses](#)

Effective Date: 10/15/2007

Status: Active

Country: USA

Address: 1000 Main Street
Stony Brook, NY 11790

Phone

*Type	Phone	Ext	Country	Preferred
Home	631/555-1111			<input checked="" type="checkbox"/>
Office 1	632-1232			<input type="checkbox"/>

Add

Email

*Type	*Email Address	Preferred
		<input type="checkbox"/>

Add

[Visa/Permit Data](#) [Citizenship](#)

Save Return to Search Refresh Add Update/Disable Include History Correct History

Visa/Permit Data

Visa/Permit Data [Find](#) | [View All](#) | [Get Supporting Documents](#)

*Country:

*Type:

Classification:

*Effective Date: 11/08/2007 [Birth Information](#)

Number: *Status: Applied *Status Date:

Issue Date: Duration: *Duration Type:

Date of Entry into Country: Expiration Date:

Issuing Authority:

Issue Place:

Supporting Documents Needed [Customize](#) | [Find](#) | [View All](#) | [Get Supporting Documents](#) First 1 of 1 Last

*Document ID	Description	Request Date	Date Received
<input type="text"/>		<input type="text"/>	<input type="text"/>

OK Cancel

Complete the Visa/Permit information and click **OK**.
Don't forget to **save** when you get to the **Biographical Details** page.

Update Citizenship Status

To access the **Citizenship** page click the link on the **Biographical Details** page.

Biographical Details | Addresses | Regional

Sammy Rant 200001544 [Names](#)

Person Information

Date of Birth: 03/11/1980 [Birth Information](#) Campus ID:

Biographical History [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 10/15/2007

*Marital Status: Single As of: 10/15/2007

*Gender: Male

National ID [Customize](#) | [Find](#) | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA <input type="text"/>	Social Security Number <input type="text"/>	055-84-9631 <input type="text"/>	<input checked="" type="checkbox"/>

Contact Information

Addresses [Find](#) | [View All](#) First 1 of 2 Last

Address Type: Home [Addresses](#)

Effective Date: 10/15/2007

Status: Active

Country: USA

Address: 1000 Main Street
Stony Brook, NY 11790

*Type	Phone	Ext	Country	Preferred
Home <input type="text"/>	631/555-1111 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
Office 1 <input type="text"/>	632-1232 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

*Type	*Email Address	Preferred
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[Visa/Permit Data](#) [Citizenship](#)

Citizenship Detail

Citizenship/Passport [Find](#) | [View All](#) First 1 of 1 Last

*Country: USA United States Citizenship Status: Native

Passport Information [Find](#) | [View All](#) First Last

*Passport Number:

Issue Date: Expiration Date:

Country: USA United States

State:

City:

Issuing Authority:

Comment:

Enter the **Citizenship Status** and click **OK**. For non-citizens, record their status in the USA and then add a row and record their status in their native country.

Don't forget to **save** when you get to the **Biographical Details** page.