

Update the Student's Personal Information

Navigation:

Student Admissions > Application Maintenance > Add/Update a Person

The screenshot shows a web form titled "Add/Update a Person". Below the title is the instruction: "Enter any information you have and click Search. Leave fields blank for...". There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". The form contains five rows of search criteria, each with a "begins with" dropdown menu and a text input field. The "ID:" row has the value "200001544" entered. Below these fields are two checkboxes: "Include History" and "Correct History". At the bottom are "Search" and "Clear" buttons, followed by links for "Basic Search" and "Save Search Criteria". A yellow callout box with a black border points to the "ID:" field and contains the text: "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 (ID: 200001544). The interface is divided into several sections:

- Person Information:** Includes 'Date of Birth' (03/11/1980) with a 'Birth Information' link and a 'Campus ID' field.
- Biographical History:** Includes 'Effective Date' (10/15/2007), 'Marital Status' (Single), and 'Gender' (Male).
- National ID:** A table with columns for Country, National ID Type, National ID, and Primary. The current entry is USA, Social Security Number, 055-84-9631, and is marked as Primary.
- Contact Information:** Includes 'Addresses' (Home, Office 1) and 'Phone' (Home, Office 1) sections. The 'Addresses' section shows 'Home' at 1000 Main Street, Stony Brook, NY 11790. The 'Phone' section shows 'Home' at 631/555-1111 and 'Office 1' at 632-1232.

At the bottom, there are links for 'Visa/Permit Data' and 'Citizenship', and a 'Save' button.

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. One entry is visible: Primary, Sammy Rant, 10/15/2007, Active, and a link to Name History. Below this is a section for 'Add/change a name' with various input fields: Type of Name (dropdown), Effective Date (text box with 11/08/2007), Status (dropdown with Active), *Format Using (English), Prefix (dropdown), First Name (text box), Middle (text box), Last Name (text box), and Suffix (dropdown). There are also buttons for Submit and Reset. At the bottom of the interface are buttons for OK, Cancel, and Refresh.

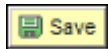
Existing names are listed here

Click the **Name History** link to see all name changes

To update an existing name or add another name, select the **Type of Name**, enter the **Effective Date** and complete the name information.

Click **Submit**
You will see the change listed under Current Names.

Click **OK**



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

*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 the **Correct History** button

Click the **Names** link

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: Middle Name:

Last 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: 11/08/2007 Status: Active

Country: USA 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	
10/15/2007	USA	Active	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	Update Addresses Address Linkage
10/15/2007	USA	Active	1000 Main Street Stony Brook, NY 11790	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	Update Addresses Address Linkage
10/15/2007	USA	Active	1000 Main Street Stony Brook, NY 11790	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 <input type="text"/>	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"/>

Email

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

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

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](#)

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 1 of 1 Last

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

Add Address **Add Address Types**

Effective Date: 11/08/2007 Status: Active

Country: USA 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](#)

Submit Reset

Save Return to Search Previous in List Next in List Refresh Add Update

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: USA *National ID Type: Social Security Number National ID: 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

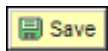
*Type	Phone	Ext	Country	Preferred
Home	631/555-1111			<input checked="" type="checkbox"/>
Office	632-1232			<input type="checkbox"/>
Add				

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

[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

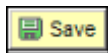
*Regulatory Region: USA United States *Ethnic Group: WHITE White Primary [Ethnicity Detail](#)

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/Display](#) [Include History](#) [Correct History](#)

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

*Country: [Search](#)

*Type: [Search](#) [Get Supporting Documents](#)

Classification:

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

Number: *Status: Applied *Status Data:

Issue Date: [Birth Information](#) Duration: *Duration Type:

Date of Entry into Country: [Birth Information](#) Expiration Date: [Birth Information](#)

Issuing Authority:

Issue Place:

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

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

[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 + -	Social Security Number	055-84-9631	<input checked="" type="checkbox"/>

Contact Information

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

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

Add

Address Type: Home [Addresses](#)

Effective Date: 10/15/2007

Status: Active

Country: USA

Address: 1000 Main Street
Stony Brook, NY 11790

Email [+](#) [-](#)

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

Add

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

Save Return to Search Refresh Add Update/Display Hide History Correct History

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 1 of 1 Last

*Passport Number:

Issue Date: [+](#) [-](#) Expiration Date: [+](#) [-](#)

Country: USA [+](#) [-](#) United States

State: [+](#) [-](#)

City:

Issuing Authority:

Comment:

OK Cancel Refresh

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.