

# Adding/Changing a Student's Name in SIS

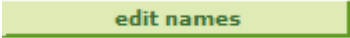
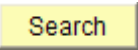
## Overview

This process will show how to add/change a student's name in SIS.

- Names are a critical element in all areas of the system (Search/Match, Campus Community, the communication (3C) process, etc.). Name is particularly important in the Search/Match process, especially when none of the ID numbers of a person are known. The system searches on name in the initial entry phase and indicates when possible duplicates are present.
- Any change/correction to Name Type Legal (primary) must be accompanied by legal documentation for verification. When there is a name change submission, the employee will be instructed that the name type primary must also match the employees' name that is on file with the Social Security Administration.
- If the Notice of Change Form for a change is completed at the department, the Notice of Change Form, along with a copy of the legal documentation provided will be forwarded to the AcadHR/HR central office for entry into the system. This change will be recorded by the AcadHR/HR central office through adding a row rather than through correction mode via the client. The student office will forward name change forms for students who are also employees to the campus AcadHR/HR office for entry into the system.
- If a department or central office receives a name change along with documentation and the individual is not an employee, it will be forwarded to the student office for SIS entry, through adding a row.

## Steps

### Add a Name

1. Navigate to Names using one of the following paths:
  - **Campus Community > Personal Information (Student) > Add/Update a Person**
  - **Campus Community > Personal Information (Student) > Biographical (Student) > Names**
  - **Self Service > Administrative Center (View Data For Students) > General Info tab**  

2. Enter the appropriate **ID** for the student or **Last Name** and **First Name**.
  - If you enter through the *Administrative Center*, you will have already entered the ID in a previous step.
3. Click . If multiple results are returned, click the appropriate link.
4. The *Biographical Details* tab will be displayed.
  - If you entered through the *Administrative Center* or the *Campus Community > Personal Information (Student) > Biographical (Student) > Names* path, you will be taken directly to the *Names* page.
5. Click the [Names](#) link at the top of the page.

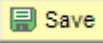
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- If you entered through the *Administrative Center* or the *Campus Community > Personal Information (Student) > Biographical (Student) > Names* path, you will be taken directly to the *Names* page.

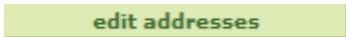
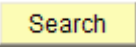
The screenshot shows the 'Names' page in a web application. At the top, there is a table titled 'Current Names' with columns for Name Type, Name, Effective Date, Status, and Name History. Two entries are listed for 'Frodo Baggins' with 'Primary' and 'Preferred' name types, both effective on 08/15/1985 and with an 'Active' status. Below the table is a section titled 'Add/change a name' which contains a form. The 'Type of Name' dropdown menu is highlighted with a red circle. Other fields include 'Effective Date' (12/03/2007), 'Status' (Active), '\*Format Using' (English), 'Prefix', 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. There are 'Submit' and 'Reset' buttons at the bottom of the form. At the very bottom of the page, there are 'OK', 'Cancel', and 'Refresh' buttons.

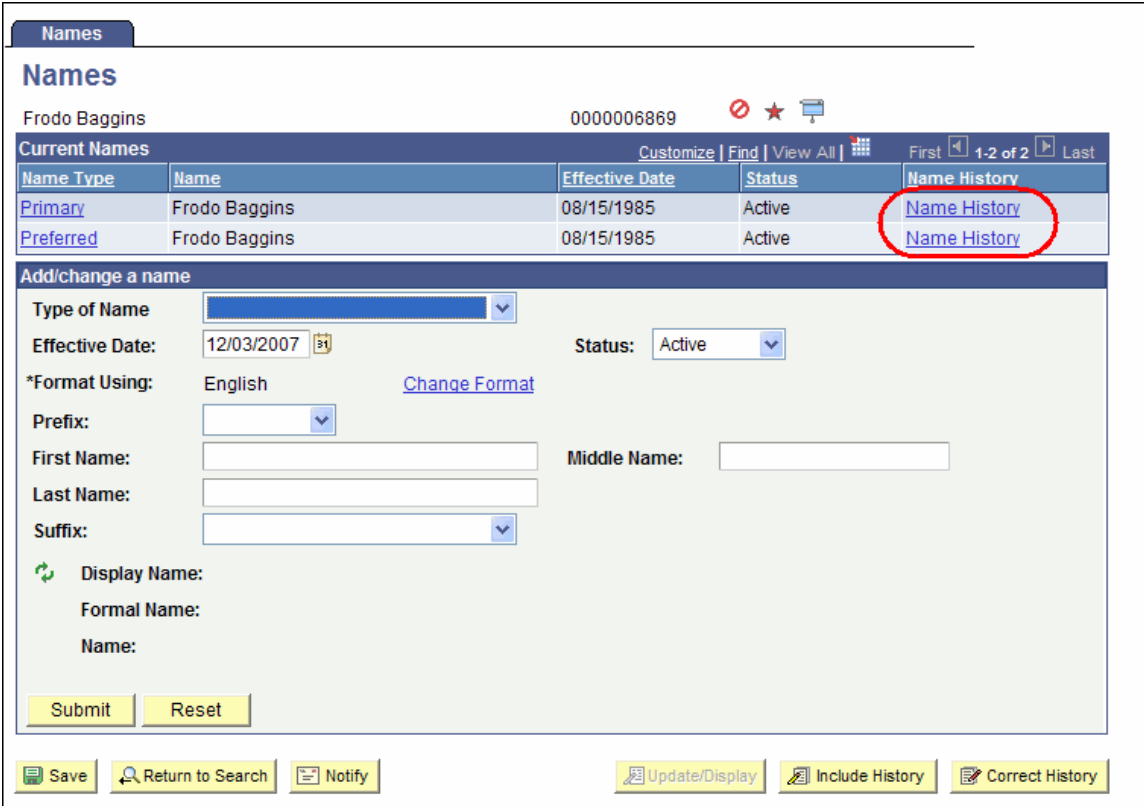
- The current **Name Type** and **Name(s)** will be listed at the top of the page.
- To add a new **Type of Name**, select the **Type** from the drop down list.
- The **Effective Date** will default to today's date.
- The **Status** field will default to **Active**.
- Select the **Prefix**, if appropriate.
- Enter **First Name**.
- Enter **Middle Name**.
- Enter **Last Name**.
- Select a **Suffix** from the drop down list, if appropriate.
  - Note:** Suffixes for last names (for example Jr., Sr., II, III, IV, V, etc) should **not** be entered into the Last Name field. They should be entered into the Suffix field.
- Click **Submit**. The new **Name Type** and **Name** will be displayed at the top of the page.
- Click **OK**.
  - If you entered through the *Administrative Center* or the *Campus Community > Personal Information (Student) > Biographical (Student) > Names* path, you will not have to complete this step.

# Adding/Changing a Student's Name in SIS

- Click .
- Repeat the steps above to add another **Type of Name** and **Name**.

## Edit a Name

- Navigate to Names using one of the following paths:
  - Campus Community > Personal Information (Student) > Biographical (Student) > Names**
  - Self Service > Administrative Center (View Data For Students) > General Info tab**  

- Enter the appropriate **ID** for the student or **Last Name** and **First Name**.
  - If you enter through the *Administrative Center*, you will have already entered the ID in a previous step.
- Click . If multiple results are returned, click the appropriate link.
- The current **Name Type** and **Name(s)** will be listed at the top of the page.



**Names**

Frodo Baggins 0000006869

Name Type	Name	Effective Date	Status	Name History
Primary	Frodo Baggins	08/15/1985	Active	<a href="#">Name History</a>
Preferred	Frodo Baggins	08/15/1985	Active	<a href="#">Name History</a>

**Add/change a name**

Type of Name:

Effective Date: 12/03/2007

Status: Active

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

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Display Name:

Formal Name:

Name:

- Locate the **Name Type** and **Name** that you would like to change. Click the [Name History](#) link next to that **Name**.
- The *Name Type History* page will be displayed.

# Adding/Changing a Student's Name in SIS

**Name Type History**

Name History

Type of Name: Primary

Names Detail Find First 1 of 1 Last

Effective Date:	Format Using:	Name:	Status:
08/15/2000	English	Baggins, Frodo AA	Active

OK Cancel

- Click **+** to update the name for this **Type of Name** (i.e. Primary, Preferred, etc). The name will be repeated at the top of the page with an **Effective Date** of today's date.

**Name Type History**

Name History

Type of Name: Primary

Names Detail Find First 1-2 of 2 Last

12/03/2007	English	Baggins, Frodo AA	Active	<a href="#">Edit Name</a>
08/15/2000	English	Baggins, Frodo AA	Active	

OK Cancel

- Click the [Edit Name](#) link. The *Edit Name* page will be displayed.

**Names Detail**

**Edit Name**

Type of Name: Primary

Effective Date: 12/03/2007 Status: Active

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

Prefix: [ ]

First Name: Frodo Middle Name: AA

Last Name: Baggins

Suffix: [ ]

Display Name: Frodo Baggins

Formal Name: Frodo Baggins

Name: Baggins, Frodo AA

OK Cancel

# Adding/Changing a Student's Name in SIS

- Update the appropriate fields.
- Click **OK**. The *Name Type History* page will be updated with the new name.

**Name Type History**

Name History

Type of Name: Primary

Names Detail Find First 1-2 of 2 Last

Effective Date:	*Format Using:	Name:	Status:
12/03/2007	English	Baggins, Frodo A	Active
08/15/2000	English	Baggins, Frodo AA	Active

OK Cancel

- Click **OK**. You will be returned to the *Names* page.
- Click **Save** or click **Apply** if you are in the **Administrative Center**.

**NOTE:** For more information on entering names into SIS, see the [Standards for Entering Names into the SIS](#) job aid.