

## **Resolving Multiple IDs**

*Purpose:* These instructions describe the current process used by Admissions to resolve the issue of a user being assigned two different IDs.

- In Campus Solutions, inactivate the ID you do not wish to keep
- In Campus Solutions, if two applications exist, cancel the application you do not wish to keep by updating the application status.
- Use the WW14 transaction to consolidate the ID and SSN you wish to keep.

## Inactivate the ID you do not wish to keep in Campus Solutions

Step	Action					
1.	Navigate to the Add/Update Person page: Main Menu > Campus Community > Personal Information > Add/Update a Person.					
2.	Enter the U ID you wish to eliminate.					
3.	Click the Names link in the upper right corner.					
	Biographical Details       Addresses       Regional         Pam Panther       #######       ★ @       Names         Person Information        Date of Birth:       03/20/1991 Bit Birth Information       Campus ID:         Biographical History       Find   View All First I of 1 Last       *Effective Date:       03/20/1991 Bit       Image: Comparison of the second of the s					
	*Gender:     Female       National ID     Customize   Find   III       *Country     *National ID       USA Q     Social Security Number					
4.	Click the Name History link for the Primary Name.					
	Name type         Name         Enective bate         Status         Opdated by         Opdated         Name History           Primary         Pam Panther         11/18/2010         Active         Eric T Winkel         11/18/2010         Name History           Preferred         Pam Panther         11/18/2010         Active         Eric T Winkel         11/18/2010         Name History					



Step	Action				
5.	On the Name History page, click the Add Row button.				
	Name Type Histo	ry			
	Name History				
	Type of Name:	Primary			
	Names Detail			Find First 🗹	1 of 1 🕑 Last
	Effective Date:	11/18/2010	Display Name:	Pam Panther	
	Status:	Active	Formal Name:	Pam Panther	
	Format Using:	English	Name:	Panther, Pam	
	Updated By:	Eric T Winkel	Updated:	11/18/2010 8:15:17AM	
6.	In the new row	, change the <b>Effe</b>	ctive Date to o	one day after the origin	al date.
	Names Detail			Find First	1-2 of 2 Last
	Effective Date:	06/28/2012	Display Name:	Pam Panther	+-
	Status:	Active -	Formal Name:	Pam Panther	
	*Format Using:	English -	Name:	Panther, Pam	Edit Nama
	Updated By:	Eric T Winkel	Updated:	01/17/2012 9:13:35AM	Luit Name
7.	Click the Edit	Name link.			
	Names Detail			Find First	1-2 of 2 Last
	Effective Date:	06/28/2012	Display Name:	Pam Panther	+-
	Status:	Active -	Formal Name:	Pam Panther	
	*Format Using:	English -	Name:	Panther, Pam	Edit Marra
	Updated By:	Eric T Winkel	Updated:	01/17/2012 9:13:35AM	Luit Name



Step	Action					
8.	<ul> <li>Complete the following:</li> <li>First Name – Enter as the U ID that you are keeping</li> <li>Last Name – Enter Unknown</li> <li>Middle Name – Delete</li> <li>Click the OK button</li> </ul>					
	Edit Name					
	Type of Name:     Primary       Effective Date:     06/28/2012       *Format Using:     English					
	Prefix:     •       First Name:     #######       Middle Name:     (Remove)					
	Last Name: Unknown Suffix:					
	<ul> <li>Display Name:</li> <li>Formal Name:</li> <li>Name:</li> </ul>					
	OK Cancel Refresh					
9.	On the Name Type History page, click the <b>OK</b> button at the bottom.					
10.	Click the <b>Name History</b> link for the <i>Preferred Name</i> . Use the Delete Row button to delete the Preferred Name. Click the 🖃 button. Click the <b>OK</b> button in the prompt. NOTE: You must have "Correct History" to delete a name type.					
	Name History					
	Type of Name: Preferred					
	Names Detail Find First I of 1 Last					
	Effective Date: 01/30/2012 Display Name: Pam Panther					
	Status: Active Formal Name: Pamela Panther					
	Format Using: English Name: Panther. Pam					
	Updated By: Eric T Winkel Updated: 01/30/2012 9:03:38AM					
	OK Cancel Refresh					
11.	Click the <b>OK</b> button at the bottom of the Names page to return to the <i>Biographical Details</i> tab.					



Step	Action					
12.	Delete the <b>Date of Birth</b> .					
	Biographical Details Addresses Regional					
	Pam Panther ####### Names					
	Person Information					
	Date of Birth: 09/09/1992 Birth Information Campus ID:					
	Biographical History Find   View All First I 1 of 1 D Last					
	*Effective Date: 02/02/2012 3					
	*Marital Status: Unknown - As of: 02/02/2012					
	-Gender - Twin your					
13.	Delete the SSN by clicking the <b>Delete</b> button.					
	National ID Customize   Find   🖾   Erst 🗹 1 of 1 🗈 Last					
	*Country *National ID Type National ID Primary					
	Add					
1.4						
14.	Inactivate the Address by clicking the Addresses link. Select the Edit/View					
	Address Detail link for each Active address.					
	Address					
	Type Address Effective Date Status Updated By Updated Detail					
	Permanent Home Ilova City, IA 52245-4918 08/20/2010 Active Eric T 08/20/2010 Edit/View Address Detail Detail					
	Local 3028 Radcliffe Ave Local Jowe City 10 52245 4918 08/20/2010 Active Eric T 08/20/2010 Edit/View Address					
	Mailing Johnson Winkel 10:24:18AM Detail					
15.	For each "active address", add a new effective-dated row and change the <b>Status</b> to					
	Inactive. Click the OK button. Click the Save button.					

*Note:* For U IDs with a PFAPARENT patron affiliation, do NOT inactivate, check with Deb Bartels first.



## *If multiple Applications exist, Cancel the Application you do not wish to keep (in Campus Solutions)*

Step	Action				
1.	Access the application you do not wish to keep. Select Main Menu > Student Admissions > Application Maintenance > Maintain Applications. Select the Application Data tab.				
	Biographical Details Addresses Regional Application Program Data Application Data Application School/Recruiting Pam Panther ###### Academic Institution: University of Nothern Iowa Academic Career: Undergraduate Application Number: ####### Prolification Data				
2.	In the Application Data section, Application Center field, change the selection to ERR – App Error. Note: You do not need "Correct History" to do this				
	*Application Date: 12/16/2011 is Academic Level: Freshman → *Created On: 12/16/2011 is *Notification Plan: Regular → Image: Prior Application Application Method: Web Appl → Image: Previous Attendance From Date: Image:				
	Graduated early?  Not Currently Attending School  Electronic Signature Criminal Conviction				
16.	<ul> <li>Click the <i>Application Program Data</i> tab. In the <i>Program Status</i> section, select the following:</li> <li>Program Action: WADM (Administrative Withdrawl)</li> <li>Action Reason: ERR (Application Submitted in Error)</li> </ul>				
	Status:     Cancelled     Action Date:     12/16/2011       *Program Action:     WADM     Administrative Withdrawal     Action Reason:     ERR     Application Submitted in Error       Last Updated On:     By:     Evaluation				
17.	Click the <b>Save</b> button Save. <i>Note:</i> If the student is matriculated, the Admissions or Student Records Functional Lead must "Revoke Admissions" on the Student Records side and then update the application status to WADM – ERR.				



## Consolidate the ID and SSN you wish to keep, using the WW14 Transaction

Step	Action						
1.	In <i>My UNIverse</i> , My Administrative Access pagelet, select the <i>WW14 Transaction</i> .						
2.	In the <b>ID# Search</b> field, enter <u>both</u> ID numbers with a comma and no space.						
	Morthernlowa	Search.	Web   Directory				
	UNI ID# Administration CONTAINS SENSITIVE DA ALL ACTIVITY IS LOGGED  Search   Create a Temp						
	Name Search	Exact Nor	ne Search				
	ID# Search Instructions: You may search for one record (ID# or social security number) or multiple records (any combination of ID#s and social security numbers). Enter 6-digit UNI ID#s and/or 9-digit social security numbers, using a comma to separate each entry.						
	The following example is a search for an ID#, a social ser Example: 123456,123456789,654321	curity number, and	another ID#. earch				
3.	Click the <b>Search</b> button.						
	<i>Result:</i> Records for both II	Os display	1.				
4. Select the checkbox for both records. Click the <b>Consolidat</b> Instructions: You may search for one record (D# or social security number) or multiple records (any combination of ID#)           The following example is a search for on ID#, a social security number, and another ID#.					umbers). Enter 6-digit UNI		
	Annana annana Canada Carbon Ca						
	Edit Selected Consolidate						
	Searched using 662068 treated as UNI ID# :		MENER Fundamental Municipal	55N	Distriction		
	L ####### Papther Pam	pantherp	MEMITS Employee Number	55N	DD/MM/VVVV		
	UNI ID# Subscribed System		Subscribed User	Subscribed Program	Subscribed Date		
	******	ADD_PS_USER		PEOPLESOFT	05-DEC-11		
	Searched using <b>489193</b> treated as <b>UNI ID</b> # :						
	SSN	Birthdate					
	###### Panther, Pam	pantherp		******	DD/MM/YYYY		
	UNI ID# Subscribed System		Subscribed User	Subscribed Program	Subscribed Date		
	-1	WEB_UNGRD_S	CHOLAR_APP	STUDENT	26-FEB-12		



Step	Action						
5.	Select the ID and SSN you wish to keep. Click the <b>Consolidate</b> button.						
	UNI ID# Administration				ALL ACTIVITY IS LOGGED  REC		
	Name Search   Create a Temp SSN						
	ID# Search Instructions: You may search for one record (ID# or social security number) or multiply records (any combination of ID#'s and social security numbers). Enter 6-digit UNI ID#'s and/or 9-digit social security numbers, using a comma to separate each entry.						
	The following example is a search for an ID#, a social security number, and another ID#. Example: 123456;123456769;654321						
	Records to Consolidate						
	Last	First	Social Security Number		UNI ID#		
	PANTHER	PAM PAM		<u> </u>			
			Consolidate				