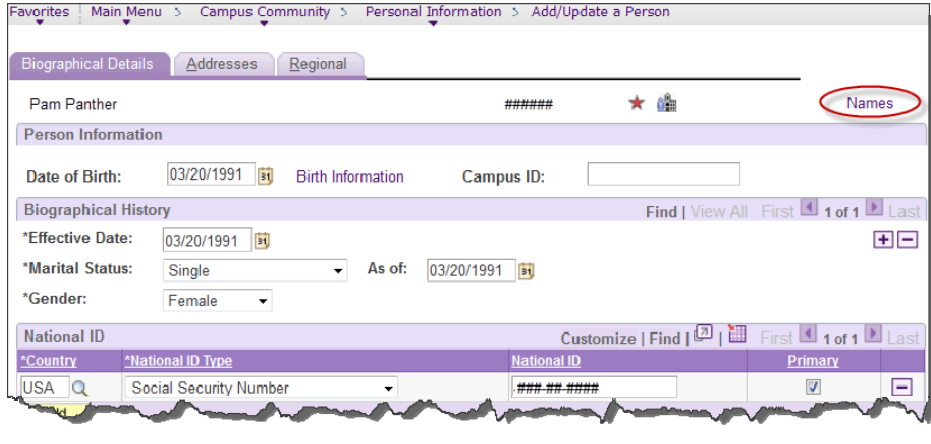
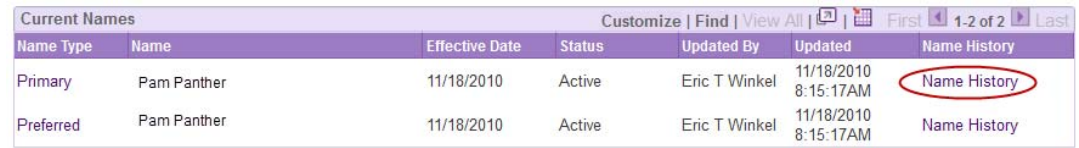














Resolving Multiple IDs

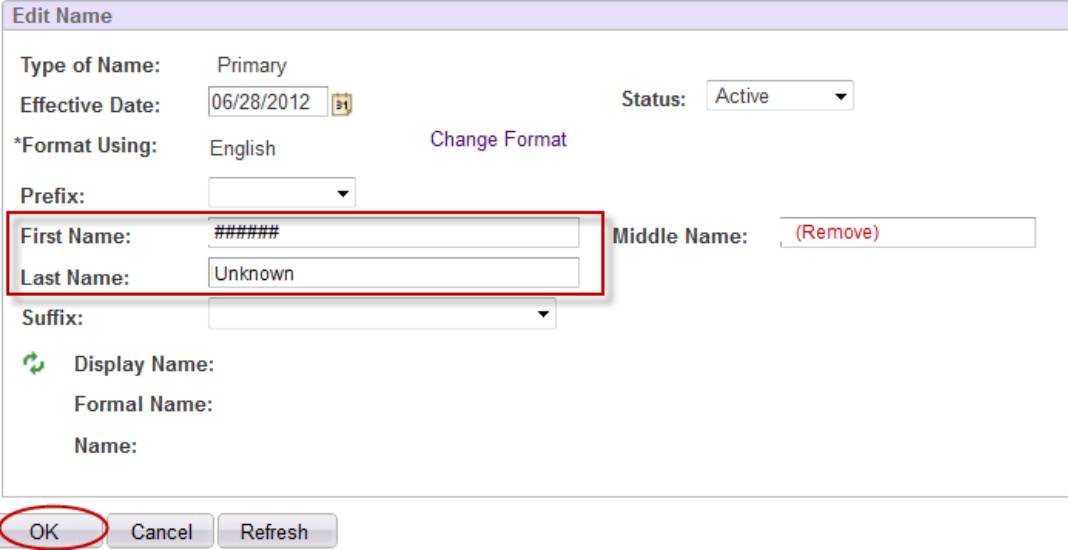

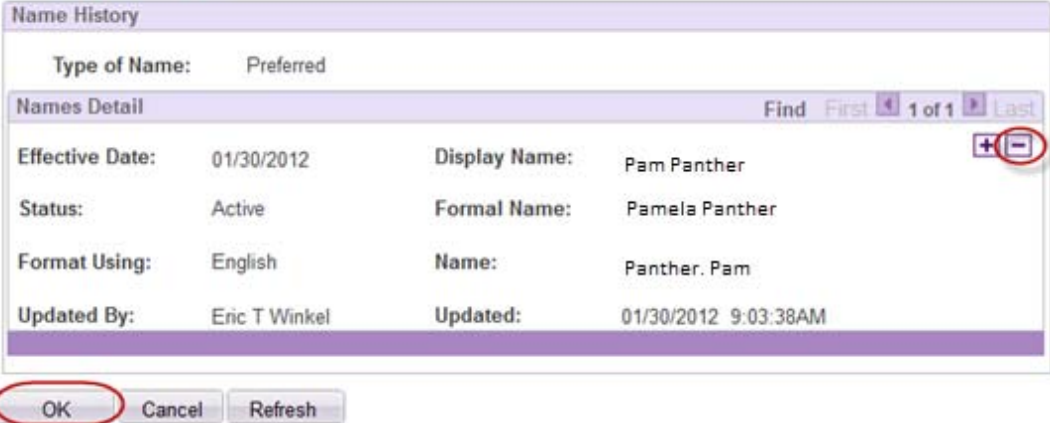
Purpose: These instructions describe the current process used by Admissions to resolve the issue of a user being assigned two different IDs.

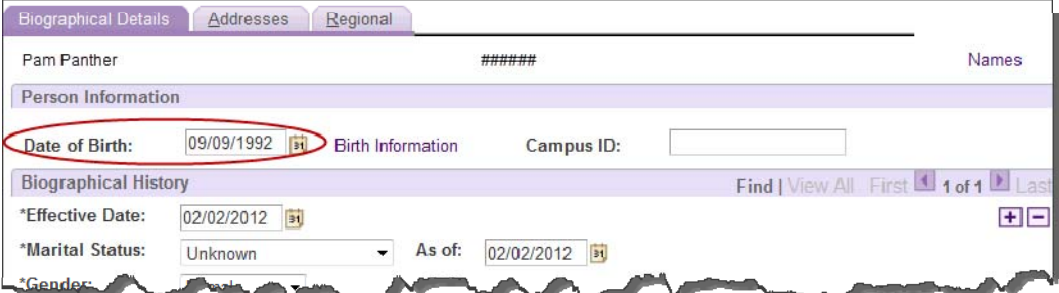


- In Campus Solutions, inactivate the ID you do not wish to keep
- In Campus Solutions, if two applications exist, cancel the application you do not wish to keep by updating the application status.
- Use the WW14 transaction to consolidate the ID and SSN you wish to keep.

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. 
4.	Click the Name History link for the <i>Primary Name</i> . 

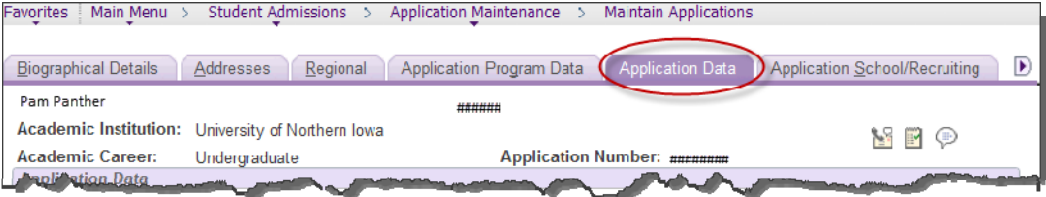
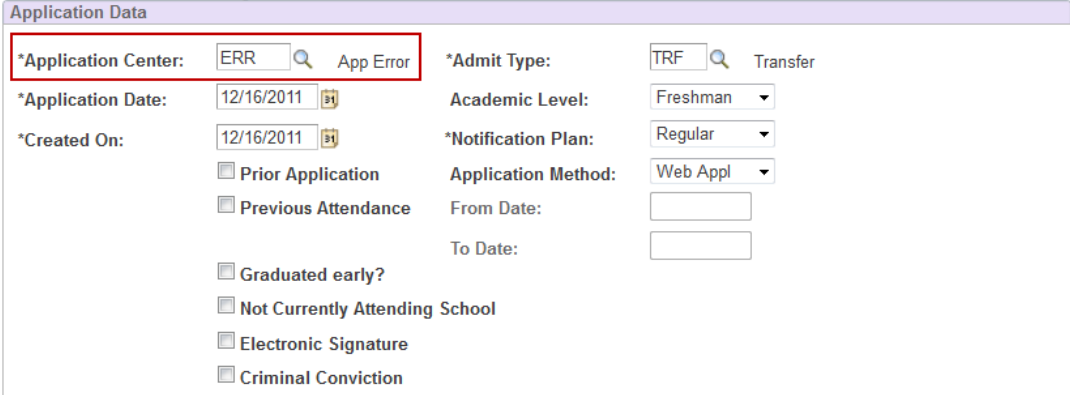
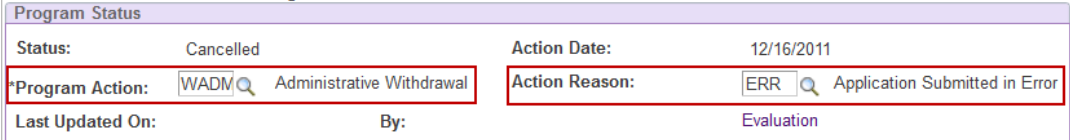
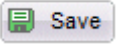
Step	Action																				
5.	<p>On the Name History page, click the Add Row button.</p> <p>Name Type History</p> <div data-bbox="365 430 1377 772"> <p>Name History</p> <p>Type of Name: Primary</p> <p>Names Detail Find First 1 of 1 Last</p> <table border="0"> <tr> <td>Effective Date:</td> <td>11/18/2010</td> <td>Display Name:</td> <td>Pam Panther</td> <td style="text-align: right;"></td> </tr> <tr> <td>Status:</td> <td>Active</td> <td>Formal Name:</td> <td>Pam Panther</td> <td></td> </tr> <tr> <td>Format Using:</td> <td>English</td> <td>Name:</td> <td>Panther, Pam</td> <td></td> </tr> <tr> <td>Updated By:</td> <td>Eric T Winkel</td> <td>Updated:</td> <td>11/18/2010 8:15:17AM</td> <td></td> </tr> </table> </div>	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	
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Format Using:	English	Name:	Panther, Pam																		
Updated By:	Eric T Winkel	Updated:	11/18/2010 8:15:17AM																		
6.	<p>In the new row, change the Effective Date to one day after the original date.</p> <div data-bbox="357 865 1421 1136"> <p>Names Detail Find First 1-2 of 2 Last</p> <table border="0"> <tr> <td>Effective Date:</td> <td><input type="text" value="06/28/2012"/></td> <td>Display Name:</td> <td>Pam Panther</td> <td style="text-align: right;"></td> </tr> <tr> <td>Status:</td> <td>Active</td> <td>Formal Name:</td> <td>Pam Panther</td> <td></td> </tr> <tr> <td>*Format Using:</td> <td>English</td> <td>Name:</td> <td>Panther, Pam</td> <td style="text-align: right;">Edit Name</td> </tr> <tr> <td>Updated By:</td> <td>Eric T Winkel</td> <td>Updated:</td> <td>01/17/2012 9:13:35AM</td> <td></td> </tr> </table> </div>	Effective Date:	<input type="text" value="06/28/2012"/>	Display Name:	Pam Panther		Status:	Active	Formal Name:	Pam Panther		*Format Using:	English	Name:	Panther, Pam	Edit Name	Updated By:	Eric T Winkel	Updated:	01/17/2012 9:13:35AM	
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Updated By:	Eric T Winkel	Updated:	01/17/2012 9:13:35AM																		
7.	<p>Click the Edit Name link.</p> <div data-bbox="357 1192 1421 1463"> <p>Names Detail Find First 1-2 of 2 Last</p> <table border="0"> <tr> <td>Effective Date:</td> <td><input type="text" value="06/28/2012"/></td> <td>Display Name:</td> <td>Pam Panther</td> <td style="text-align: right;"></td> </tr> <tr> <td>Status:</td> <td>Active</td> <td>Formal Name:</td> <td>Pam Panther</td> <td></td> </tr> <tr> <td>*Format Using:</td> <td>English</td> <td>Name:</td> <td>Panther, Pam</td> <td style="text-align: right;"></td> </tr> <tr> <td>Updated By:</td> <td>Eric T Winkel</td> <td>Updated:</td> <td>01/17/2012 9:13:35AM</td> <td></td> </tr> </table> </div>	Effective Date:	<input type="text" value="06/28/2012"/>	Display Name:	Pam Panther		Status:	Active	Formal Name:	Pam Panther		*Format Using:	English	Name:	Panther, Pam		Updated By:	Eric T Winkel	Updated:	01/17/2012 9:13:35AM	
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Updated By:	Eric T Winkel	Updated:	01/17/2012 9:13:35AM																		

Step	Action
8.	<p>Complete the following:</p> <ul style="list-style-type: none"> • First Name – Enter as the U ID that you are keeping • Last Name – Enter Unknown • Middle Name – Delete • Click the OK button 
9.	<p>On the Name Type History page, click the OK button at the bottom.</p>
10.	<p>Click the Name History link for the <i>Preferred Name</i>. Use the Delete Row button to delete the Preferred Name. Click the  button. Click the OK button in the prompt. NOTE: You must have “Correct History” to delete a name type.</p> 
11.	<p>Click the OK button at the bottom of the Names page to return to the <i>Biographical Details</i> tab.</p>

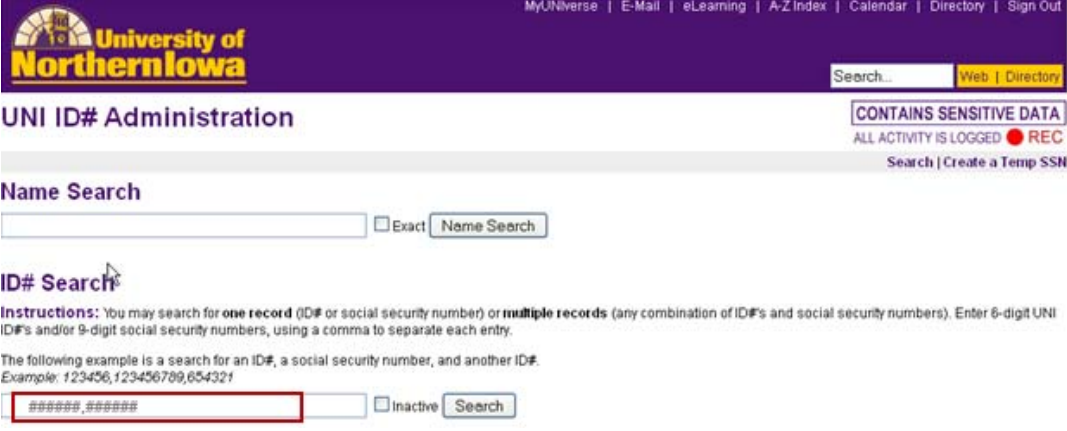
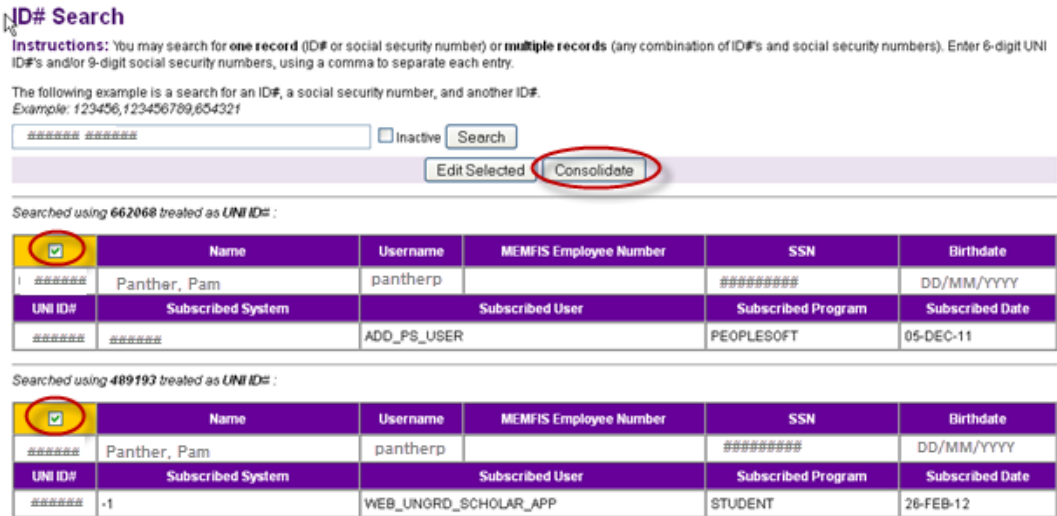
Step	Action
12.	<p>Delete the Date of Birth.</p> 
13.	<p>Delete the SSN by clicking the Delete button.</p> 
14.	<p>Inactivate the Address by clicking the Addresses link. Select the Edit/View Address Detail link for each <i>Active</i> address.</p> 
15.	<p>For each “active address”, add a new effective-dated row and change the Status to <i>Inactive</i>. Click the OK button. Click the Save button.</p>

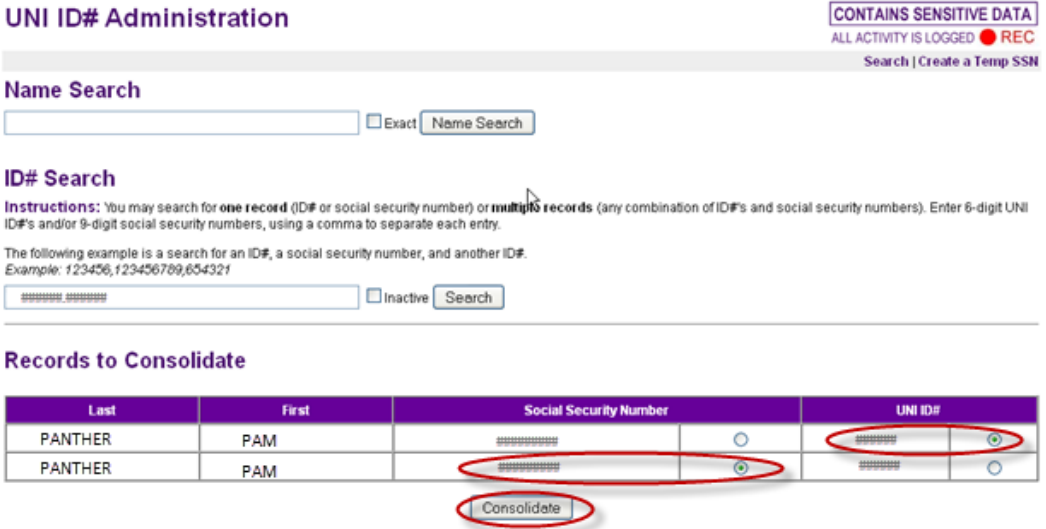
Note: For U IDs with a PFAPARENT patron affiliation, do NOT inactivate, check with Deb Bartels first.

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

Step	Action
1.	<p>Access the application you do not wish to keep. Select Main Menu > Student Admissions > Application Maintenance > Maintain Applications. Select the Application Data tab.</p> 
2.	<p>In the <i>Application Data</i> section, Application Center field, change the selection to ERR – App Error. Note: You do not need “Correct History” to do this</p> 
16.	<p>Click the <i>Application Program Data</i> tab. In the <i>Program Status</i> section, select the following:</p> <ul style="list-style-type: none"> • Program Action: WADM (Administrative Withdrawl) • Action Reason: ERR (Application Submitted in Error) 
17.	<p>Click the Save button  .</p> <p>Note: 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.</p>

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

Step	Action
1.	In <i>My UNiverse, My Administrative Access</i> pagelet, select the <i>WW14 Transaction</i> .
2.	In the ID# Search field, enter <u>both</u> ID numbers with a comma and no space. 
3.	Click the Search button. Result: Records for both IDs display.
4.	Select the checkbox for both records. Click the Consolidate button. 

Step	Action												
5.	<p>Select the ID and SSN you wish to keep. Click the Consolidate button.</p>  <p>UNI ID# Administration CONTAINS SENSITIVE DATA ALL ACTIVITY IS LOGGED ● REC Search Create a Temp SSN</p> <p>Name Search <input type="text"/> <input type="checkbox"/> Exact <input type="button" value="Name Search"/></p> <p>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 security number, and another ID#. Example: 123456,123456789,654321 <input type="text"/> <input type="checkbox"/> Inactive <input type="button" value="Search"/></p> <p>Records to Consolidate</p> <table border="1" data-bbox="365 777 1396 871"> <thead> <tr> <th>Last</th> <th>First</th> <th>Social Security Number</th> <th>UNI ID#</th> </tr> </thead> <tbody> <tr> <td>PANTHER</td> <td>PAM</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>PANTHER</td> <td>PAM</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Consolidate"/></p>	Last	First	Social Security Number	UNI ID#	PANTHER	PAM	PANTHER	PAM
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