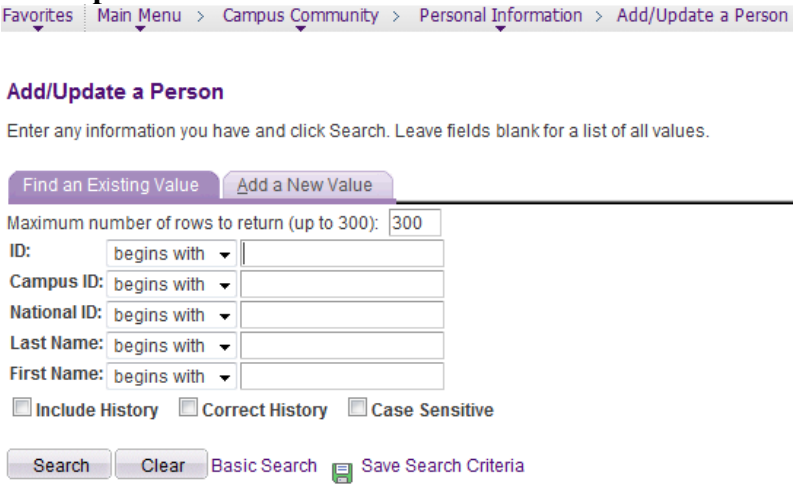
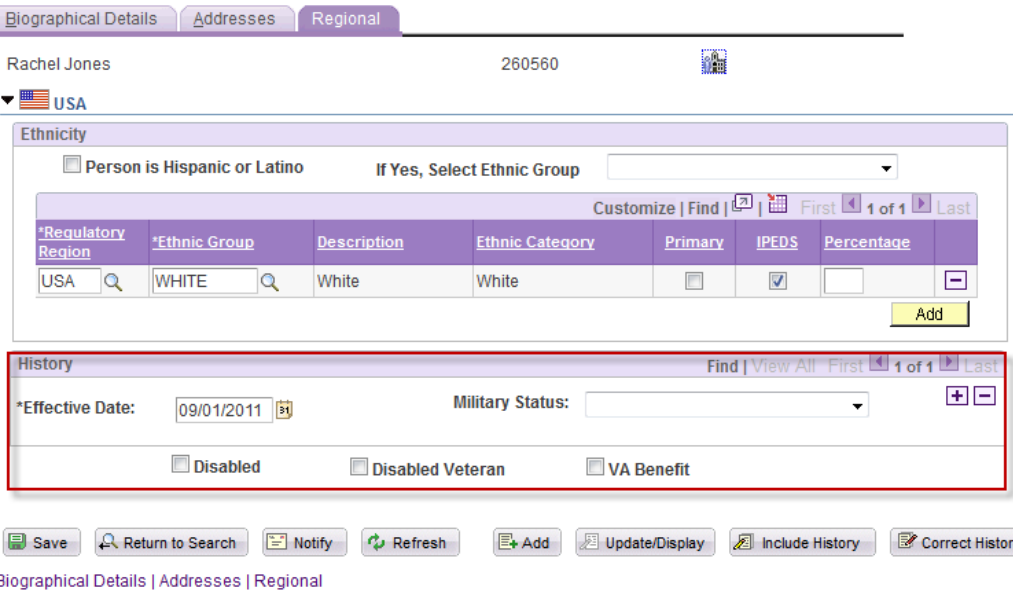


Updating Military Status

Purpose: The following steps describe how to update Military Status.

Step	Action														
1.	<p>Navigate to the Add/Update a Person page. Select Main Menu > Campus Community > Personal Information > Add/Update a Person</p> <p>Or</p> <p>Select Main Menu > Campus Community > Personal Information (Student) > Add/Update a Person</p>  <p>The screenshot shows the breadcrumb navigation: Favorites Main Menu > Campus Community > Personal Information > Add/Update a Person. Below this is the heading "Add/Update a Person" and the instruction "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". A text input field contains "300" for "Maximum number of rows to return (up to 300)". Below are dropdown menus for "ID:", "Campus ID:", "National ID:", "Last Name:", and "First Name:", each with a "begins with" dropdown. There are checkboxes for "Include History", "Correct History", and "Case Sensitive". At the bottom are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".</p>														
2.	Enter appropriate search criteria. Click the Search button.														
3.	<p>Click the Regional tab. Make the appropriate updates.</p>  <p>The screenshot shows the "Regional" tab selected. It displays the name "Rachel Jones" and ID "260560". Below is a section for "Ethnicity" with a checkbox "Person is Hispanic or Latino" and a dropdown "If Yes, Select Ethnic Group". A table below shows search results for "Ethnic Group":</p> <table border="1"> <thead> <tr> <th>*Regulatory Region</th> <th>*Ethnic Group</th> <th>Description</th> <th>Ethnic Category</th> <th>Primary</th> <th>IPEDS</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>USA</td> <td>WHITE</td> <td>White</td> <td>White</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Below the table is a "History" section with a red border, containing "Effective Date: 09/01/2011" and "Military Status:" dropdown. There are checkboxes for "Disabled", "Disabled Veteran", and "VA Benefit". At the bottom are buttons: "Save", "Return to Search", "Notify", "Refresh", "Add", "Update/Display", "Include History", and "Correct History".</p>	*Regulatory Region	*Ethnic Group	Description	Ethnic Category	Primary	IPEDS	Percentage	USA	WHITE	White	White	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
*Regulatory Region	*Ethnic Group	Description	Ethnic Category	Primary	IPEDS	Percentage									
USA	WHITE	White	White	<input type="checkbox"/>	<input checked="" type="checkbox"/>										
4.	Click the Save button.														