

Updating Social Security Number (SSN)

Purpose: Security is required to update a student's Social Security Number (SSN). In Campus Solutions, the SSN is a type of National ID, so the field label for SSN is National ID. Please forward any SSN update requests for students who are also employees to Human Resources.

The following instructions describe how to update the student's SSN, using Campus Community.

Step	Action
1.	Navigate to the Add/Update a Person page. Main Menu > Campus Community > Personal Information (Student) > Add/Update a Person.
	<i>Result:</i> Add/Update a Person search page displays.
	Favorites Main Menu > Campus Community > Personal Information > Add/Update a Person
	Add/Update a Person
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	Maximum number of rows to return (up to 300): 300
	ID: begins with 👻
	Campus ID: begins with 👻
	National ID: begins with 👻
	Last Name: begins with 👻
	First Name: begins with 👻
	Include History Correct History Case Sensitive
	Search Clear Basic Search 📄 Save Search Criteria



Step	Action
2	Enter appropriate <i>search criteria</i> . Click the Search button.
	Result: The Biographical Details tab displays.
	Biographical Details Addresses Regional
	Christine Koepp 454276 Names
	Person Information
	Date of Birth: 02/17/1991 Birth Information Campus ID:
	Biographical History Find View All First 🗹 1 of 1 🕨 Last
	*Effective Date: 02/17/1991 🛐 🛨 🗕
	*Marital Status: Single - As of: 02/17/1991
	*Gender: Female -
	National ID Customize Find 💷 🗰 First 🛄 1 of 1 🕑 Last
	USA Q Social Security Number - 585-89-8790
	Add
	Contact Information
	Addresses Find View All First 4 1 of 2 Last Phone
	Address Type: Permanent Home Addresses Home V319/373-8647
	Effective Date: 05/09/2011
	Status: Active Email
	Country: USA <u>*Type</u> <u>*Email Address</u> <u>Preferred</u>
	2005 Charleston Dr UNI
	Add Linn View Determine Otherschie
	visa/Permit Data Citizenship
	🛢 Save 🔍 Return to Search 🔄 Notify 🗘 Refresh 🔄 Add 🖉 Update/Display 🖉 Include History 🕼 Correct History
3.	In the <i>National ID</i> section, update the National ID (SSN).
	National ID Customize Find 🖾 🛅 First 🔳 1 of 1 🕨 Last
	*Country *National ID Type National ID Primary
	USA Q Social Security Number - 585-89-8790
	Note: Ensure the Primary checkbox is selected.
4.	Click the Save button.
	Save