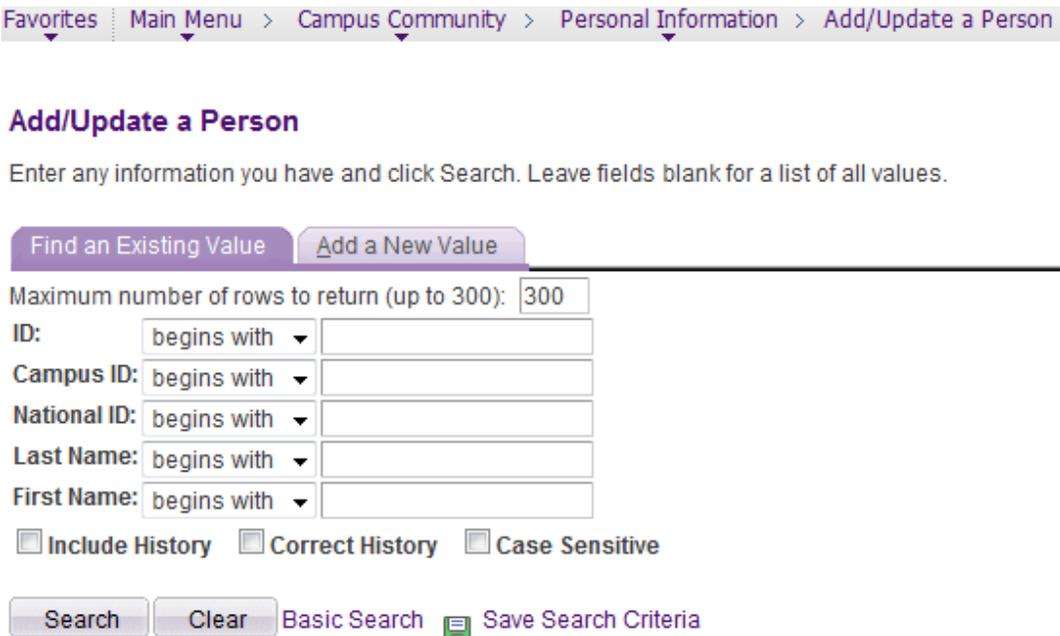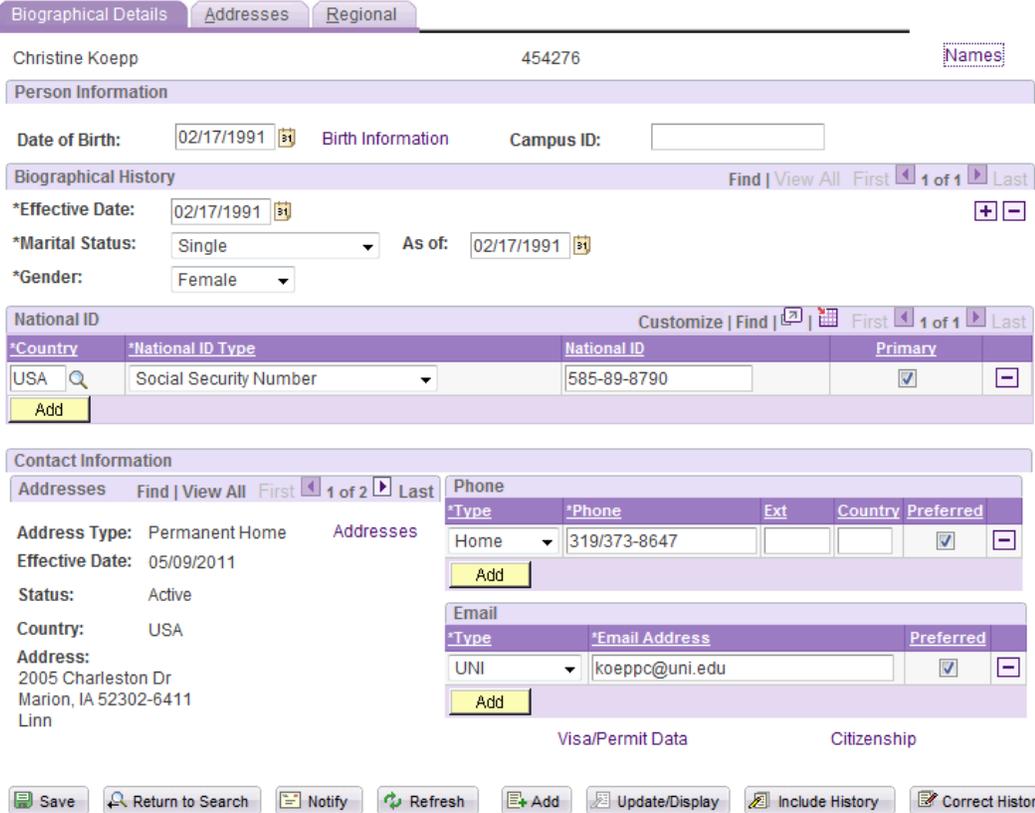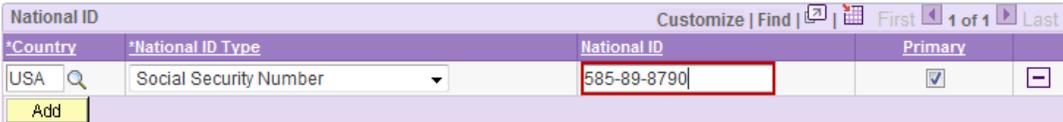# Updating Social Security Number (SSN)

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.** *Result:* 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 *search criteria*. Click the **Search** button. *Result:* The **Biographical Details** tab displays.
3.	In the *National ID* section, update the **National ID (SSN)**. *Note:* Ensure the Primary checkbox is selected.
4.	Click the **Save** button.