Viewing & Updating Relationships

Purpose: Access the Relationships page to view current relationships and/or make updates if requested by students.

How it works: The relationship data in Campus Solutions displays on the **parent information** tab in the student's *Update My Personal Information* pagelet in My UNIverse. Students may change the information themselves here and the updates will feed into Campus Solutions. The Registrar's Office may make changes in Campus Solutions and those changes will update the display in the student's **parent information** tab in their *Update My Personal Information* pagelet.

Step	Action
1.	Access the **Relationships** page. Select **Main Menu › Campus Community › Personal Information › Biographical › Relationships › Relationships.** OR Select **Main Menu › Campus Community › Personal Information(Student) › Biographical (Student) › Relationships › Relationships.**
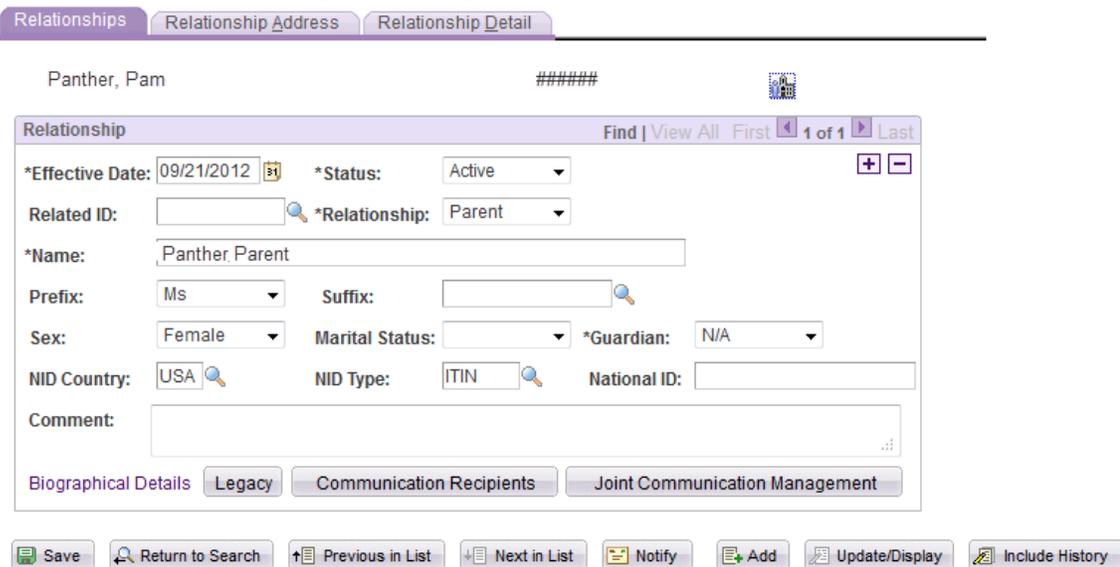
Step	Action
2.	Enter search criteria. Click the **Search** button. *Result:* The **Relationships** page displays. Relationships Relationship Address Relationship Detail Panther, Pam ###### Relationship Find	View All First 1 of 1 Last ➕ ➖ *Effective Date: 09/21/2012 *Status: Active Related ID: 🔍 *Relationship: Parent *Name: Panther, Parent Prefix: Ms Suffix: 🔍 Sex: Female Marital Status: *Guardian: N/A NID Country: USA 🔍 NID Type: ITIN 🔍 National ID: Comment: Biographical Details Legacy Communication Recipients Joint Communication Management 💾 Save 🔍 Return to Search ⬆ Previous in List ⬇ Next in List ✉ Notify ➕ Add 📄 Update/Display 📄 Include History
3.	*To View*: Click the **Include History** button 📄 Include History to view relationship history. Use the <u>View All</u> link to display all relationships, if applicable. *To Update*: Click the **Add Row** button ➕. Enter the updated information. Click the **Save** button. *Note:* If a student wish requests their parents be removed, add a new row, leave the fields blank, and set the **Status** field to *Inactive*.