### Campus Community

#### External System IDs

**Overview**

An External System ID is an identification number for records contained in a system other than the Student Information System at Indiana University. It is maintained in SIS to insure accuracy regarding that record as information is referenced between the two systems.

**Steps**

**Viewing External System IDs**

1. Navigate to: Self Service>Administrative Center.
2. Click **VIEW DATA FOR STUDENTS**.
3. Enter the student’s ID.
4. Click **Search**.
5. On the *general info* tab go to External System ID.

6. If the student has an ID for a university system that is defined to display in the Administrative Center, it will display here.
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If you have the appropriate security, you can click to add or edit the student’s External IDs.

Click to add the appropriate information.

Click.

Click.

The updated information will not display on the general info page until the page is refreshed. The easiest way to refresh the page is to click on one of the other tabs then click back on the general info tab.

If the student does not have any external IDs, this message will display.
13. An Administrative User may also view the External System IDs that the student will see in the Student Center.

14. From the Administrative Center, on the student view tab, locate the Personal Information heading and click the Demographic Data link.

15. The Other Identification Numbers that the student will see in the Student Center will display here.
16. You may want to inform students that they can see their own **External System IDs** by going into the **Student Center**.

17. Please send any questions about Viewing External System IDs to sishelp@indiana.edu.