Adding/Changing a Student’s Name in SIS

Overview

This process will show how to add/change a student’s name in SIS.

- Names are a critical element in all areas of the system (Search/Match, Campus Community, the communication (3C) process, etc.). Name is particularly important in the Search/Match process, especially when none of the ID numbers of a person are known. The system searches on name in the initial entry phase and indicates when possible duplicates are present.
- Any change/correction to Name Type Legal (primary) must be accompanied by legal documentation for verification. When there is a name change submission, the employee will be instructed that the name type primary must also match the employees’ name that is on file with the Social Security Administration.
- If the Notice of Change Form for a change is completed at the department, the Notice of Change Form, along with a copy of the legal documentation provided will be forwarded to the AcadHR/HR central office for entry into the system. This change will be recorded by the AcadHR/HR central office through adding a row rather than through correction mode via the client. The student office will forward name change forms for students who are also employees to the campus AcadHR/HR office for entry into the system.
- If a department or central office receives a name change along with documentation and the individual is not an employee, it will be forwarded to the student office for SIS entry, through adding a row.

Steps

Add a Name

1. Navigate to Names using one of the following paths:
   - Campus Community > Personal Information (Student) > Add/Update a Person
   - Campus Community > Personal Information (Student) > Biographical (Student) > Names
   - Self Service > Administrative Center (View Data For Students) > General Info tab

2. Enter the appropriate ID for the student or **Last Name** and **First Name**.
   - If you enter through the Administrative Center, you will have already entered the ID in a previous step.

3. Click [Search]. If multiple results are returned, click the appropriate link.

4. The **Biographical Details** tab will be displayed.
   - If you entered through the Administrative Center or the Campus Community > Personal Information (Student) > Biographical (Student) > Names path, you will be taken directly to the Names page.

5. Click the **Names** link at the top of the page.
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- If you entered through the Administrative Center or the Campus Community > Personal Information (Student) > Biographical (Student) > Names path, you will be taken directly to the Names page.

6. The current Name Type and Name(s) will be listed at the top of the page.
7. To add a new Type of Name, select the Type from the drop down list.
8. The Effective Date will default to today’s date.
9. The Status field will default to Active.
10. Select the Prefix, if appropriate.
11. Enter First Name.
12. Enter Middle Name.
13. Enter Last Name.
14. Select a Suffix from the drop down list, if appropriate.
   - Note: Suffixes for last names (for example Jr., Sr., II, III, IV, V, etc) should not be entered into the Last Name field. They should be entered into the Suffix field.
15. Click Submit. The new Name Type and Name will be displayed at the top of the page.
16. Click OK.
   - If you entered through the Administrative Center or the Campus Community > Personal Information (Student) > Biographical (Student) > Names path, you will not have to complete this step.
17. Click Save.
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18. Repeat the steps above to add another **Type of Name** and **Name**.

**Edit a Name**

1. Navigate to Names using one of the following paths:
   - Campus Community > Personal Information (Student) > Biographical (Student) > Names
   - Self Service > Administrative Center (View Data For Students) > General Info tab

2. Enter the appropriate **ID** for the student or **Last Name** and **First Name**.
   - If you enter through the *Administrative Center*, you will have already entered the ID in a previous step.

3. Click **Search**. If multiple results are returned, click the appropriate link.

4. The current **Name Type** and **Name(s)** will be listed at the top of the page.

5. Locate the **Name Type** and **Name** that you would like to change. Click the **Name History** link next to that **Name**.

6. The **Name Type History** page will be displayed.
7. Click to update the name for this Type of Name (i.e. Primary, Preferred, etc). The name will be repeated at the top of the page with an Effective Date of today's date.

8. Click the Edit Name link. The Edit Name page will be displayed.
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9. Update the appropriate fields.

10. Click [OK]. The Name Type History page will be updated with the new name.

11. Click [OK]. You will be returned to the Names page.

12. Click [Save] or click [Apply] if you are in the Administrative Center.

**NOTE:** For more information on entering names into SIS, see the Standards for Entering Names into the SIS job aid.