

STATE OF NORTH DAKOTA

CAMPUS COMMUNITY MAINTAINING BIOGRAPHIC DEMOGRAPHIC DATA TRAINING MANUAL

VERSION 8.0

Disclaimer

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MAINTAINING BIOGRAPHIC DEMOGRAPHIC DATA

OVERVIEW

Biographic/Demographic data is personal data that distinguishes one individual from another. The most basic of this information is a person's name, address, gender, marital status, and date of birth. With the bio/demo data pages, you can enter and track an individual's various telephone numbers and addresses, and you can maintain data about the individual's ethnicity, visa and permits, citizenship and passports, languages, relationships, religious preference, emergency contacts, and work experience.

Maintenance of Bio/Demo data is as needed after adding new prospects/applicants and as needed to update and change the information within records already created.

Appropriate security needs to be given to those who maintain and update the records, especially the Student Name, National ID, and Campus ID.

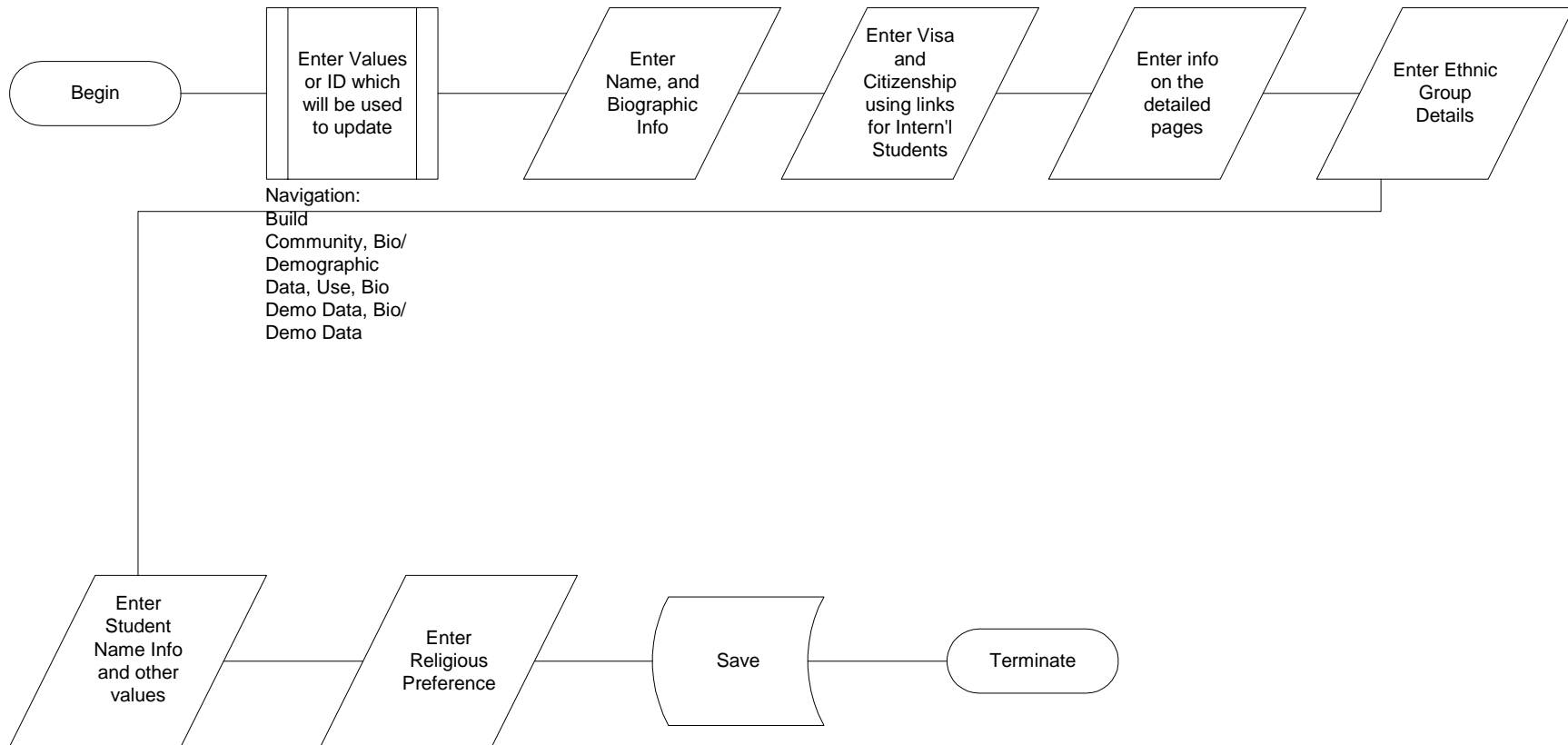
OBJECTIVES

After completing this section, you will be able to enter, or update data in the following screens:

1. Bio/Demographic Data including address, phone, email, etc.
2. Names
3. Religious Preference

MAINTAINING BIO DEMO DATA BUSINESS PROCESS FLOW

This business process maintains the biographic/demographic data on a student.



WALKTHROUGH – BIO/DEMOGRAPHIC DATA

NOTE: Prior to adding Bio/Demographic Data on a student, please execute a SearchMatch to determine if a record already exists for an individual to avoid entering duplicates.

1. **Navigation:** Build Community > Bio/Demographic Data > Use, Bio Demo Data > Bio/Demo Data

Bio Demo Data

Find an Existing Value

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

Include History Correct History

[Basic Search](#)

[Add a New Value](#)

Find an Existing Value

1. Enter values or ID that are used to search. You can choose from first or last name, EMPLID, Campus ID, or National ID (SSN).
2. Click Search. Bio Demo Data page is displayed. A list of values that meet your search criteria will be displayed.
3. Click on the student you wish to update OR enter new name.

4. The **Bio Demo Data** page is displayed.

Bio/ Demo Data
Addresses

ID: _____

Personal Data View All First 1 of 2 Last

'Effective Date: 10/23/2003 + -

Name

Format Using: USA United States [Names](#)

Name:

Prefix:

First Name: Middle:

Last Name: Suffix:

'Marital Status:

National ID View All First 1 of 1 Last

Country USA 'NID Type PR SSN National ID **Primary** + -

Biographic Information

'Gender: 'Date of Birth: 05/18/1969 [Birth Information](#)

Military Status: Campus ID: 001486472 Disabled

[Visa/Permit Data](#) [Citizenship](#) [Phone](#) [Email Address](#)

USA

Ethnic Group: [Ethnicity Detail](#)

Disabled Veteran VA Benefit

Save

[Bio/ Demo Data](#) | [Addresses](#)

VIEW NAMES

1. Click on [Names](#) to view name information.
2. The **Names** page will be displayed.

3. Click the **OK** button to return to the previous screen.

MARITAL STATUS

1. To update **Marital Status** information press the **+** in the upper right corner of the screen. This is effective dated now.
2. Select the **Marital Status** from the drop box.

3. Select the **Marital Status** from the drop box.

NATIONAL ID

1. To update **National ID** information press the **+** on the right side of the screen.

2. Enter **OR** update National ID data as required.
3. Only individuals with the appropriate security may execute updates for National ID.

- If a student has more than one National ID, the U. S. Social Security Number must be checked as the primary ID.

BIOGRAPHIC INFORMATION

- Gender:** Select the Gender from the drop box.
- Date of Birth:** Enter OR update Date of Birth
- Birth Information:** Click on the Birth Information link and the Birth Information Detail page is displayed.

Birth Information Detail

Birth Location:

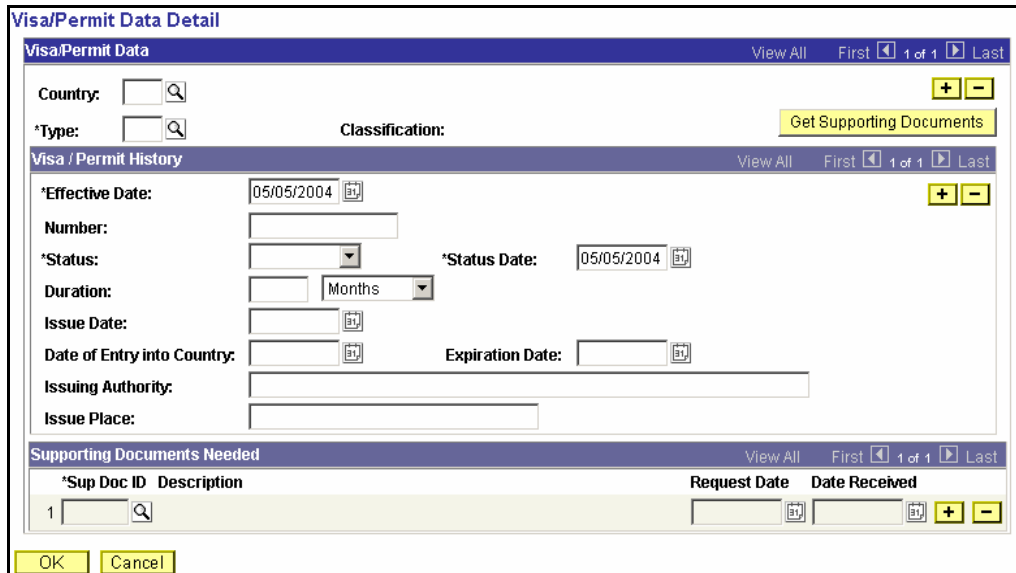
Birth Country:

Birth State:

- Enter the **Birth Location** if known.
 - Select the **Birth Country** from the lookup list of possible values.
 - Select the **Birth State** from the lookup list of possible values.
 - When you have finished entering all of the birth information, click the **OK** button. The previous panel is displayed.
- Military Status:** Select the Military Status from the drop box. (See NDUS Common Bio-Demo Hand Book for status definitions.)
 - Campus ID:** This field cannot be updated in this screen. This is the common NAID from the legacy system. This number is the link between the legacy system and Connect ND.
 - Disabled:** Click on the Disabled check box if that applies.

VISA/PERMIT DATA

1. Click on the **Visa/Permit Data** link. The Visa/Permit Data Detail page is displayed.



Visa/Permit Data Detail

Visa/Permit Data View All First 1 of 1 Last

Country:

*Type: Classification:

Visa / Permit History View All First 1 of 1 Last

*Effective Date:

Number:

*Status: *Status Date:

Duration: Months

Issue Date:

Date of Entry into Country: Expiration Date:

Issuing Authority:

Issue Place:

Supporting Documents Needed View All First 1 of 1 Last

*Sup Doc ID	Description	Request Date	Date Received
1	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="+"/> <input type="button" value="-"/>

2. To update **Visa/Permit Data Detail** information press the in the upper right corner.
3. Enter OR update **Visa/Permit Data Detail** information using the provided links for International Students.
4. When you have finished entering all of the Visa/Permit information, click the **OK** button. The previous panel is displayed.

CITIZENSHIP

1. Click on the **Citizenship** link. The Citizenship Detail page is displayed.



2. To update **Citizenship** information press the **+** on the right side of the screen.
3. Enter **OR** update Citizenship information using the provided links for International Students.
4. When you have finished entering all of the Citizenship information, click the **OK** button. The previous panel is displayed.

PHONE DETAIL

1. Click on the **Phone** link. The phone detail page is displayed.

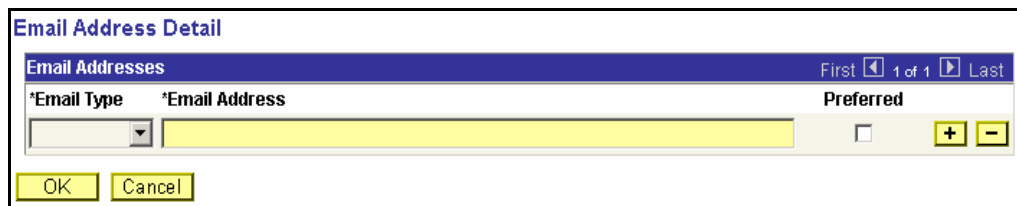
*Phone Type	Phone Number	Extension	Country Code	Preferred
Home	208/863-6990			<input type="checkbox"/>
Permanent	208/863-6990			<input type="checkbox"/>

2. To add or update **Phone** information press the **+** on the right.
3. Select the phone type from the list of possible values:
 - a. Fax
 - b. Home
 - c. Mailing



- d. Main
 - e. Other
 - f. Pager 1
 - g. Pager 2
 - h. Parent
 - i. Permanent
 - j. Telex
 - k. Work
4. Enter the phone number.
 5. Enter an extension is applicable.
 6. Enter a Country Code if the phone number is outside the US or Canada.
 7. To **insert additional phone numbers** click on the Insert Row button  and repeat the steps above to add the additional phone numbers.
 8. To **delete a phone number** click on the  button for that phone number and the number will be deleted when **OK** is clicked.
 9. **Preferred.** Once all of the numbers have been added, be sure to indicate which is the student's preferred number.
 10. Information that you enter here is the same as the data you enter on the Phone Numbers page. When you enter data here and then return to and save the Bio/Demo Data page, the system updates the same data on the Phone Numbers page.
 11. When you have finished entering all of the phone information, click the **OK** button. The previous panel is displayed.

EMAIL ADDRESS DETAIL

1. Click on the **Email Address**. The Email Address Detail page is displayed.



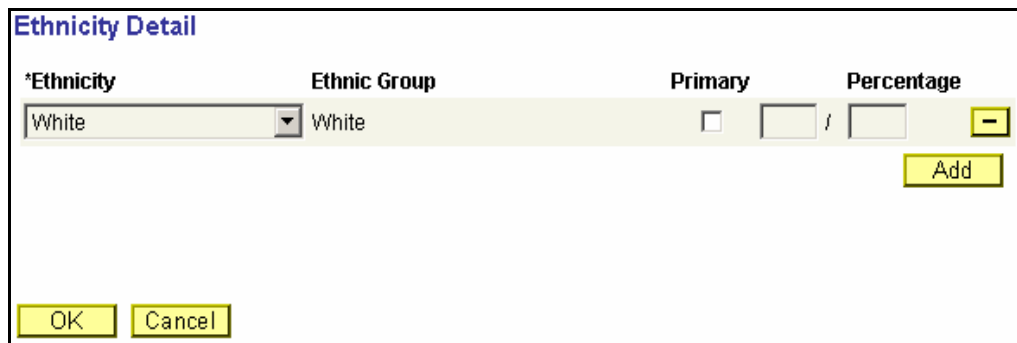
The screenshot shows a web form titled "Email Address Detail". At the top, there is a blue header bar with the text "Email Addresses" and navigation controls "First", "1 of 1", and "Last". Below the header is a table with two columns: "*Email Type" and "*Email Address". The "*Email Address" column contains a yellow highlighted input field. To the right of the input field is a "Preferred" checkbox, which is currently unchecked. Below the input field are two buttons: a plus sign (+) and a minus sign (-). At the bottom of the form are two buttons: "OK" and "Cancel".

2. To add or update **Email Address** information press the  on the right side of the screen.
3. **Email Type.** Select the type (Home, Business, Mailing) that describes this email address. (See NDUS Common Bio-Demo Hand Book for address definitions.)
4. **Email Address.** The individual’s email address.
5. **Preferred.** When selected, indicates this is the individual’s preferred email address-the one to use first when contacting this individual.
6. To insert additional email address, click on the insert row button  and repeat the steps to add the additional email addresses.
7. When you have finished entering all of the email information, click the **OK** button. The previous panel is displayed.

ETHNICITY DETAIL



Ethnic Group. This is the federally mandated group that includes the individual’s ethnicity designation. Specify the student’s **ethnicity**. If no ethnicity is specified, “White” will default.



1. **Ethnicity Detail.** Click this link to access the Ethnicity Detail page.



The screenshot shows a form titled "Ethnicity Detail". It contains a table with the following columns: *Ethnicity, Ethnic Group, Primary, and Percentage. The first row shows "White" in the *Ethnicity column, "White" in the Ethnic Group column, an unchecked checkbox in the Primary column, and empty input fields in the Percentage column. There is a minus sign button to the right of the Percentage column and an "Add" button below it. At the bottom of the form are "OK" and "Cancel" buttons.

*Ethnicity	Ethnic Group	Primary	Percentage
White	White	<input type="checkbox"/>	/

2. You can view or adjust the percentages, enter additional ethnicity rows, and assign the primary ethnicity. Ethnicity details are optional. There is no linkage between the federally mandated ethnic group and the additional details you enter on the Ethnicity Detail page.

VETERAN DATA

1. **Disabled Veteran:** Click on Disabled Veteran check box if that applies.
2. **VA Benefit:** Click on VA Benefit check box if that applies.

ADDRESSES

1. Click on the **Addresses** tab. The addresses panel is displayed.

The screenshot shows a web application interface for managing addresses. At the top, there are tabs for 'Bio/Demo Data' and 'Addresses'. The 'Addresses' tab is active. Below the tabs, there is a header 'ID:' followed by a search field and navigation buttons 'View All', 'First', '1 of 1', and 'Last'. The main content area is divided into several sections:

- Address Type:** A dropdown menu set to 'Home' with '+' and '-' buttons.
- Address History:** A section with 'View All', 'First', '1 of 1', and 'Last' navigation. It contains:
 - *Effective Date:** A date field with '08/07/2003' and a calendar icon.
 - *Status:** A dropdown menu set to 'Active'.
 - Country:** A field with 'USA' and a search icon, with 'United States' displayed below.
 - Address 1, 2, 3:** Three empty text input fields.
 - City:** A field with 'Meridian' highlighted in yellow.
 - State:** A field with 'ID' and a search icon, with 'Idaho' displayed below.
 - Postal:** A field with '83642' highlighted in yellow.
 - County:** An empty text input field.
- Address Linkage:** A section with:
 - Linkage Type:** A dropdown menu.
 - Maintain Manually:** Two checkboxes, 'Address' and 'Other Data', both unchecked.

At the bottom of the form, there are links for 'Phone' and 'Email Address', and a row of buttons: 'Save', 'Return to Search', '+ Add', 'Update/Display', 'Include History', and 'Correct History'.

2. **Address Type**

- a. Specify address type by clicking on down arrow to see drop down menu items. Address types are delivered with your system as translate values. (See NDUS Common Bio-Demo Hand Book for address definitions and usage.)

3. Address History

- a. Effective Date Field. Specify student’s past, present, and future address information.
- b. Click **Copy** to other address types link. The quick address panel is displayed and you can copy the address information you have on this panel and Create Update Address Types by checking the boxes.

Address		Create/Update Address Types
Address Type:	Home	<input type="checkbox"/> Billing
Effective Date:	05/05/2004	<input type="checkbox"/> Business
	Status: Active	<input type="checkbox"/> Campus
Country:	USA United States	<input type="checkbox"/> Check
Address 1:		<input type="checkbox"/> Dormitory
Address 2:		<input checked="" type="checkbox"/> Home *
Address 3:		<input type="checkbox"/> Legal
City:	Meridian	<input type="checkbox"/> Mailing
State:	ID Idaho	<input type="checkbox"/> Other
Postal:	83642	<input type="checkbox"/> Other 2
County:		<input type="checkbox"/> Permanent *
	<input type="button" value="Copy"/> <input type="button" value="Cancel"/>	<input type="checkbox"/> Preferred
		<input type="checkbox"/> Parent
		<input type="checkbox"/> Veteran
		<input type="checkbox"/> Work

* Active address exists
[Explain](#)

- c. Click **Copy**, processing will take place and you will be returned to the Address panel of the Bio Demo Data.

The screenshot shows a web application interface for managing addresses. At the top, there are tabs for 'Bio/ Demo Data' and 'Addresses'. Below this is a header for 'Address Type' with a dropdown menu set to 'Home' and a '+ -' button. The 'Address History' section contains a table with columns for 'Effective Date' and 'Status'. The 'Address Linkage' section includes a 'Linkage Type' dropdown and several text input fields for 'City', 'State', 'Postal', and 'County'. A 'Save' button is located at the bottom left of the form area.

- d. Click on the insert row button **+** and repeat the steps to add the additional addresses.
- e. Click **SAVE** to commit your changes to the database.

WALKTHROUGH – NAMES

Do not delete names. Keep a history of all name changes. Only individuals with the appropriate security may execute updates for student names.

1. **Navigation:** Home > Build Community > Bio Demographic Data > Use > Names

Names

Find an Existing Value

ID:

Academic Career:

National ID:

Campus ID:

Last Name:

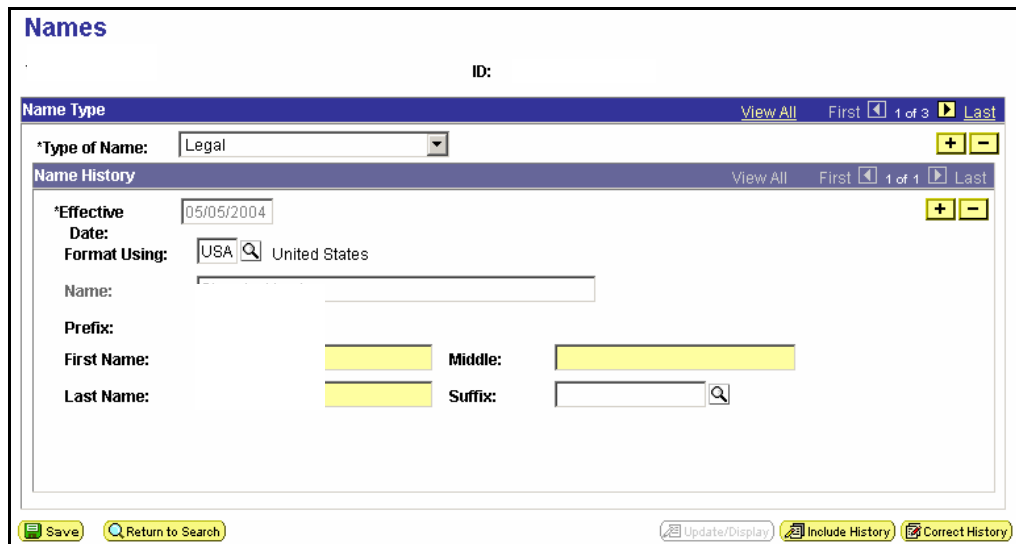
First Name:

Case Sensitive


Include History Correct History

[Basic Search](#)

2. Enter the values by which you would like to search. Choose from First or Last Name, EMPLID, Campus ID, or National ID (SSN).
3. Enter a value to search that would correspond to the selection.
4. Click on the **student you wish to update** and the Names panel is displayed.



NAME TYPE

1. Specify Type of Name by clicking on the down arrow to see drop down menu of name types that may be selected.
 - a. **Degree.** Name to be submitted for graduation
 - b. **Father.** Name of father or male legal guardian
 - c. **Former 1:** Former Name
 - d. **Legal:** Legal name to be used on transcript and other legal documentation-requires legal documentation to change.
 - e. **Maiden:** Birth name of anyone whose legal name is different.
 - f. **Mother:** Name of mother or female legal guardian.
 - g. **Preferred:** Name by which student/faculty/staff prefers to be addressed.
 - h. **Primary:** Required. Name used for HR as printed on the social security card and other value documentation.
2. Use Effective Date Field, to specify the student's past, present, future name information.
3. Enter the details regarding the student's name.
4. Click on the insert row button  and repeat the steps to insert the name.
5. Click **SAVE** to commit your changes to the database.

WALKTHROUGH – RELIGIOUS PREFERENCE

1. **Navigation:** Home > Build Community > Bio/Demographic Data > Use > Religious Preference > Religious Preference

2. Enter the values by which you would like to search. Choose from First or Last Name, EMPLID, Campus ID, or National ID (SSN).
3. Enter a value to search that would correspond to the selection.
4. Click on the **student you wish to update** and the Religious Preference panel is displayed.

5. **Religious Preference.** Select the religion that the individual reports to be his or her preference.
6. Click **SAVE** to commit your changes to the database.