



Duplicate ID Instructions

- Date:** Enter the date you are reporting the duplicate
- Reporting Institution:** Your institution
- EMPL ID Number:** Student's PeopleSoft Empl ID
- Name of Student:** Name of the student as they exist on the bio-demo record
- DOB:** Date of birth as it exists on the bio-demo record
- SSN:** Social security number as it exists on the bio-demo record
- Comments:** Enter any other comments that can be helpful in determining the validity of the records being reported.

***Please remember the record that is kept is determined by the kind of transactional data tied to that record, not by which EMPL ID your institution desires to keep.

***Additionally, bio-demo records are shared amongst all institutions/HR and data may exist on each record.