



PeopleSoft Campus Solutions

Campus Community Personal Information

Created 5/30/17

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View/Update Name

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click Main Menu > Campus Solutions > Campus Community > Student Services Center
- Enter the Student ID.
- Choose the **General Information Tab** and locate the “Names” area to view current and previous names.

Test Student ID: 3500601

[student center](#) **[general info](#)** [admissions](#) [transfer credit](#) [academics](#) [finances](#) [financial aid](#)

Service Indicators
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Initiated Checklists
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[COLLAPSE ALL](#)
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Names [edit names](#)

Name Type	Display Name	Status
Primary	Test Student	Active as of 2017-01-22

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- The “edit names” button will display. The ability to make updates to this area is based on your security access.
- To make updates to the name, click the “edit names” button and click search.

Names [edit names](#)

Name Type	Display Name	Status
Primary	Test Student	Active as of 2017-01-22

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[Favorites](#) > [Main Menu](#) > [Campus Solutions](#) > [Campus Community](#) > [Student Services Center](#)

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Names

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Application Nbr: begins with
 ID: begins with 3500601
 Academic Institution: = FSCJ1
 Academic Career: =
 Campus ID: begins with
 National ID: begins with
 Last Name: begins with
 First Name: begins with
☐ Include History ☒ Correct History ☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Favorites](#) > [Main Menu](#) > [Campus Solutions](#) > [Campus Community](#) > [Student Services Center](#)

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Names

Test Student 3500601

Current Names							Personalize Find View All <input type="button" value="Print"/> <input type="button" value="Calendar"/>	First <input type="button" value="1 of 1"/> Last
Name Type	Name	Effective Date	Status	Updated By	Updated	Name History		
Primary	Test Student	01/22/2017	Active	Rosalind Dexter-Harris	01/22/2017 8:34:13PM	Name History		

Add/change a name

Type of Name:
 Effective Date: 01/23/2017
 Status: Active
 *Format Using: English [Change Format](#)
 Prefix:
 First Name: Middle Name:
 Last Name:
 Suffix:
 Display Name:
 Formal Name:
 Name:

- To update the current name type for the individual, click the Name History link, add a new name row, specify the effective date and name format, and edit the related name fields. To save the changes to the database, you must click OK.

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Employees Students Resources Help Center

Name Type History

Type of Name: Primary

Names Detail		Find	First	1-2 of 2	Last
Effective Date:	01/22/2017	Display Name:	Test Student		
Status:	Active	Formal Name:	Test Student		
*Format Using:	English	Name:	Student, Test		
Updated By:	Rosalind Dexter-Harris	Updated:	01/22/2017 8:34:13PM		
		Edit Name			
Effective Date:	10/03/2016	Display Name:	Test Pert		
Status:	Active	Formal Name:	Test Pert		
*Format Using:	English	Name:	Pert, Test Script		
Updated By:	Rosalind Dexter-Harris	Updated:	10/03/2016 4:52:25PM		
		Edit Name			

OK Cancel

- Use the Add/change a name area of the page to edit name information for the Name Type link that you select at the top of the page.

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Employees Students Resources Help Center

Names

Test Student 3500601

Current Names		Personalize	Find	View All	First	1 of 1	Last
Name Type	Name	Effective Date	Status	Updated By	Updated	Name History	
Primary	Test Student	01/22/2017	Active	Rosalind Dexter-Harris	01/22/2017 8:34:13PM	Name History	

Add/change a name

Type of Name:

Effective Date: 01/23/2017

*Format Using: English [Change Format](#)

Status: Active

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Display Name:

Formal Name:

Name:

Submit Reset

OK Cancel Apply

- You can click the Change Format link to select a different name format to use. Enterable fields appear based on the format that you select. For example, for the English name format, the prefix, first name, middle name, last name, and suffix fields appear.

- You can click the Refresh the NAME field icon (two green arrows next to display name field.) to update the display name formats to reflect any changes made in any of the name fields.
- Click the Submit button to submit data before saving the page.
- To save the changes to the database, you must click Save.

Note: Names may also be access by navigating to: **Main Menu>Campus Solutions>Campus Community>Personal Information>Biographical>Names.**

View and Update Address

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click Main Menu >Campus Solutions>Campus Community>Student Services Center
- Enter the Student ID.
- Choose the **General Information Tab** and locate the “Addresses” area to view current and previous names.

The screenshot shows the MyFSCJ Student Services Center interface. The top navigation bar includes 'Favorites', 'Main Menu', 'Campus Solutions', 'Campus Community', and 'Student Services Center'. The user is logged in as 'Test Student' with ID '3500601'. The 'general info' tab is selected, and the 'Addresses' link is highlighted with a red arrow. Below the 'Addresses' link, a table displays the student's addresses. A red arrow points from the 'Addresses' link to the 'Addresses' section header, and another red arrow points from the 'Addresses' section header to the 'edit addresses' button.

Address Type	Address	Status
Home (Student)	601 State Street West Jacksonville, FL 32202-4774 Duval	Active as of 2016-10-11
Mailing (Student)	1000 Broward Road Apt 1009 Jacksonville, FL 32218-5359 Duval	Active as of 2016-10-11

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- The “edit addresses” button will display. The ability to make updates to this area is based on your security access.
- To make updates to the address, click the “edit addresses” button.

- To update the current name type for the individual, click the Edit/View Address Detail link.

Current Addresses						
Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home (Student)	601 State Street West Jacksonville, FL 32202	05/25/2017	Active	Rosalind Dexter-Harris	05/25/2017 3:23:36AM	Edit/View Address Detail

- Select the Update Addresses link.

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Employees Faculty Students Resources Help Center

Address History

Address Type: Home (Student)

Effective Date	Country	Status	Address	Updated By	Updated
05/25/2017	USA	Active	601 State Street West Jacksonville, FL 32202	Rosalind Dexter-Harris	05/25/2017 3:23:36AM

[Update Addresses](#) [Address Linkage](#)

OK Cancel Refresh

- Make changes to the address and click OK, Apply. Example change 601 to 101.

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Edit Address

Country: United States [Change Country](#)

Address 1: 101 State Street West

Address 2:

Address 3:

City: Jacksonville State: FL Florida Postal: 32202

County:

OK Cancel

☐ Override Address Verification

- To add a new address type, click the Edit Address link located in the Add Address section. Enter the new address and click OK.

Add Address

Effective Date: 05/30/2017 Status: Active

Country: USA United States

Address: [Edit Address](#) [Address Linkage](#)

Submit Reset

- Select the appropriate address type box and submit.

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Employees Faculty Students Resources Help Center

Addresses

Blue Wave 9999001

Current Addresses

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home (Student)	601 State Street West Jacksonville, FL 32202	05/25/2017	Active	Rosalind Dexter-Harris	05/25/2017 3:23:36AM	Edit/View Address Detail

Add Address

Effective Date: 05/30/2017 Status: Active

Country: USA United States

Address: [Edit Address](#) [Address Linkage](#)

[Submit](#) [Reset](#)

Add Address Types

- ☐ Home
- ☐ Mailing
- ☐ Business
- ☐ Check
- ☐ Billing
- ☐ Other 2
- ☐ Permanent
- ☐ ISIR Address
- ☐ Passport Address
- ☒ Home (Student)
- ☐ Mailing (Student)

* Active address exists [Explain](#)

[OK](#) [Cancel](#) [Apply](#) [Refresh](#)

Add Address

Effective Date: 05/30/2017 Status: Active

Country: USA United States

Address: [Edit Address](#) [Address Linkage](#)

1000 New Address
Jacksonville, FL 32209

[Submit](#) [Reset](#)

Add Address Types

- ☐ Home
- ☐ Mailing
- ☐ Business
- ☐ Check
- ☐ Billing
- ☐ Other 2
- ☐ Permanent
- ☐ ISIR Address
- ☐ Passport Address
- ☒ Home (Student)
- ☒ Mailing (Student)

* Active address exists [Explain](#)

[OK](#) [Cancel](#) [Apply](#)

- Click Submit, Apply, OK.

Addresses [edit addresses](#)

Address Type	Address	Status
Home (Student)	601 State Street West Jacksonville, FL 32202	Active as of 2017-05-25
Mailing (Student)	1000 New Address Jacksonville, FL 32209	Active as of 2017-05-30

[Go to top](#)

Note: Addresses may also be access by navigating to: **Main Menu>Campus Solutions>Campus Community>Personal Information>Biographical>Addresses/Phones>Addresses.**

View/Update Phone

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click Main Menu > Campus Solutions > Campus Community > Student Services Center
- Enter the Student ID.
- Choose the **General Information Tab** and locate the “Phones” area to view current phone numbers.

The screenshot shows the MyFSCJ Student Services Center interface. At the top, there is a navigation bar with links: Favorites, Main Menu, Campus Solutions, Campus Community, and Student Services Center. Below this is the my.fscj.edu logo and a header with links: Employees, Students, Resources, and Help Center. The main content area is titled 'Test Student' with the ID: 3500601. There are several tabs: student center, general info (highlighted with a red box), admissions, transfer credit, academics, finances, and financial aid. Under the 'general info' tab, there are two columns of links: 'Service Indicators' (Student Groups, National ID, Addresses, Email Addresses) and 'Initiated Checklists' (Personal Data, Names, Phones). A red arrow points to the 'Phones' link. To the right of these links are buttons for 'COLLAPSE ALL' and 'EXPAND ALL'. Below the links, there is a section titled 'Phones' (highlighted with a red box) with an 'edit phones' button. This section contains a table with the following data:

Phone Type	Phone Number	Extension	Preferred
Home	904/333-3333		<input type="checkbox"/>
Cell - Student	904/555-5555		<input checked="" type="checkbox"/>
Home - Student	9047777777		<input type="checkbox"/>

At the bottom right of the 'Phones' section, there is a 'Go to top' link.

- The “edit phones” button will display. The ability to make updates to this area is based on your security access.
- To make updates, click the “edit phones” button and click search.

Phone Type	Phone Number	Extension	Preferred
Home	904/333-3333		<input type="checkbox"/>
Cell - Student	904/555-5555		<input checked="" type="checkbox"/>
Home - Student	904/777-7777		<input type="checkbox"/>

[Go to top](#)

- To update the current phone type for the individual, select the desired value from the list, click the phone number field and enter the corresponding phone number. One phone type must be identified as the preferred contact number. To save the changes to the database, you must click OK.

Test Student 3500601

Phone Type	Phone Number	Extension	Country Code	Preferred
Cell - Student	904/555-5555			<input checked="" type="checkbox"/>
Home - Student	904/777-7777			<input type="checkbox"/>
Work - Student	904/333-3333			<input type="checkbox"/>

OK Cancel Apply Add

Note: Phones may also be access by navigating to: **Main Menu>Campus Solutions>Campus Community>Personal Information>Biographical > Addresses/Phones>Phones.**

View/Update Email

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click Main Menu >Campus Solutions>Campus Community>Student Services Center
- Enter the Student ID.
- Choose the **General Information Tab** and locate the "Email Address" area to view current phone numbers.

[Favorites](#) > [Main Menu](#) > [Campus Solutions](#) > [Campus Community](#) > [Student Services Center](#)
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Test Student ID: 3500601

[student center](#) [general info](#) [admissions](#) [transfer credit](#) [academics](#) [finances](#) [financial aid](#)

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[Email Addresses](#)

[COLLAPSE ALL](#)
[EXPAND ALL](#)

Email Addresses [edit email addresses](#)

Email Type	Email Address	Preferred
Personal	teststudent@aol.com	<input checked="" type="checkbox"/>
FSCJ Student Email	testsstud1@students.fscj.edu	<input type="checkbox"/>

[Go to top](#)

- The “edit email addresses” button will display. The ability to make updates to this area is based on your security access.
- To make updates, click the “email addresses” button.
- To update the current email type for the individual, select the desired value from the list, click the email address field and enter the corresponding email. One email type must be identified as the preferred contact number. To save the changes to the database, you must click OK.

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Employees Faculty Students Resources Help Center

Electronic Addresses

Test Student 3500601

Email Information		Preferred
*Email Type	*Email Address	
Personal	teststudent@aol.com	<input checked="" type="checkbox"/>
FSCJ Student E	teststud1@students.fscj.edu	<input type="checkbox"/>
		Add

URL Information	
*Type	*URL Address
Add	

OK Cancel Apply

- **Note:** Phones may also be access by navigating to: **Main Menu>Campus Solutions>Campus Community>Personal Information>Biographical > Addresses/Phones>Electronic Addresses.**

Entering Citizenship and Passport Data

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click Main Menu >Campus Solutions>Campus Community>Personal Information>Identification>Citizenship>Citizenship and Passport
- Enter the Student ID in the **ID field** and Search.

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Employees Faculty Students Resources Help Center

Citizenship and Passport Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID:	begins with	p999001	x
Campus ID:	begins with		
National ID:	begins with		
Last Name:	begins with		
First Name:	begins with		

- Use the **Citizenship/Passport** page to enter citizenship and passport data for an individual. Some students will have two rows of citizenship data. Example:
 - 1st row **Country:** France; **Citizenship Status:** Native

- 2nd row **Country:** USA; **Citizenship Status:** Visa Holder

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Florida State College at Jacksonville

Employees Faculty Students Resources Help Center

Citizenship/Passport

Blue Wave 9999001

Citizenship/Passport Find | View All First 1 of 1 Last

*Country: USA United States Citizenship Status: [Dropdown]

Passport Information Find | View All First 1 of 1 Last

*Passport Number: [Text Box]

Issue Date: [Calendar Icon] Expiration Date: [Calendar Icon]

Country: [Text Box] [Lookup Icon]

State: [Text Box] [Lookup Icon]

City: [Text Box]

Issuing Authority: [Text Box]

Comment: [Text Box] [Save Icon]

Save Return to Search Notify

- Complete the following:
 - **Country:** A USA row is always required; however, a second row is required for non-native or naturalized citizens.
 - **Citizenship Status:** This field should reflect immigration status in USA and if a second row is required the citizenship in the home country should default to native.
 - Use Official Documentation to enter the following if applicable:
 - **Passport Number**
 - **Issue Date:** Use the calendar or (Alt+5) to choose a date
 - **Expiration Date:** Use the calendar or (Alt+5) to choose a date
 - **Country:** The lookup icon is available for this field
 - **State:** The lookup icon is available for this field
 - **City**
 - **Issuing Authority**
 - **Comments** (optional)

[Favorites](#) > [Main Menu](#) > [Campus Solutions](#) > [Campus Community](#) > [Personal Information](#) > [Identification](#) > [Citizenship](#) > [Citizenship and Passport](#)

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Citizenship/Passport

Blue Wave 9999001

Citizenship/Passport Find | View 1 First 1-2 of 2 Last

*Country: USA United States Citizenship Status: Visa Holder

Passport Information Find | View All First 1 of 1 Last

*Passport Number:
 Issue Date: Expiration Date:
 Country: USA United States
 State:
 City:
 Issuing Authority:
 Comment:

*Country: FRA France Citizenship Status: Native

Passport Information Find | View All First 1 of 1 Last

*Passport Number:
 Issue Date: Expiration Date:
 Country: FRA France
 State:
 City:
 Issuing Authority:
 Comment:

[Save](#) [Return to Search](#) [Notify](#)

Entering Visa Permit Data

Navigation

- Click Main Menu > Campus Solutions > Campus Community > Personal Information > Identification > Citizenship > Visa Permit Data
- Enter the Student ID in the **ID field** and Search.

Favorites > Main Menu > Campus Solutions > Campus Community > Personal Information > Identification > Citizenship > Visa Permit Data

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Employees Faculty Students Resources Help Center

FLORIDA STATE COLLEGE at Jacksonville

Visa Permit Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

ID: 9999001

Campus ID:

National ID:

Last Name:

First Name:

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- Use the **Visa/Permit Data** page to enter and track an individual's visa and permit information.

Favorites > Main Menu > Campus Solutions > Campus Community > Personal Information > Identification > Citizenship > Visa Permit Data

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Employees Faculty Students Resources Help Center

FLORIDA STATE COLLEGE at Jacksonville

Visa/Permit Data [Port of Entry Data](#)

Blue Wave 9999001

Visa/Permit Data [Find](#) [View All](#) First 1 of 1 Last

*Country: [Get Supporting Documents](#)

*Type:

Classification:

*Effective Date: 05/08/2017

Number: *Status: Applied *Status Date: 05/08/2017

Issue Date: Duration: *Duration Type: Months

Date of Entry into Country: Expiration Date:

Issuing Authority:

Issue Place:

Supporting Documents Needed [Personalize](#) [Find](#) [View All](#) First 1 of 1 Last

Document ID	Description	Request Date	Date Received
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Visa/Permit Data](#) [Port of Entry Data](#)

- Complete the following:
 - **Country:** USA (page will document immigration status in USA).
 - Use Official Documentation to enter the following if applicable:
 - **Type:** Enter the type of visa or permit.
 - **Effective Date:** Enter the date on which the visa or permit.

- **Number:** Enter the issuance number from the individual's official visa or permit.
- **Status:** Valid values are: Applied, Granted, Renewal, and Renewed.
- **Status Date:** The default is the system's current date, but you can override this if needed.
- **Issue Date**
- **Duration:** This is a number field (example 1, 2, 3 etc.)
- **Duration Type:** Valid values are: Days, Months, and Years.
- **Date of Entry into Country**
- **Expiration Date**
- **Issuing Authority:** Enter the name of the agency or authority that issued the official visa or permit.
- **Issue Place:** Enter the name of the location where the official visa or permit was issued.
- **Supporting Documents Needed** section, enter the dates that your institution requested and received the required documents. This section may not be configured, but can be used in the future.

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Employees Faculty Students Resources Help Center

Florida State College at Jacksonville

Visa/Permit Data Port of Entry Data

Blue Wave 9999001

Enter USA

Available types are based on the country.

*Country: USA USA

*Type: K-1 Fiance of a US Citizen

Classification: Visa

*Effective Date: 05/09/2017

Number: XXX771671

*Status: Granted

*Status Date: 12/01/2016

Issue Date: 12/01/2016

Duration: 1.0

*Duration Type: Years

Date of Entry into Country: 12/01/2016

Expiration Date: 12/01/2017

Issuing Authority: US GOVERNMENT

Issue Place: Miami Florida

Supporting Documents Needed

*Document ID	Description	Request Date	Date Received

Save Return to Search Notify Refresh Update/Display Include History Correct History

- Click the **Save** button.

- Click the **Port of Entry Data** tab. The **Port of Entry Data** page is not required, but can be used to add:
 - Port of Entry
 - I-94 Admission Number
 - Remarks

The screenshot shows the my.fscj.edu portal. The top navigation bar includes links for Favorites, Main Menu, Campus Solutions, Campus Community, Personal Information, Identification, Citizenship, and Visa Permit Data. Below this is a secondary navigation bar with links for Employees, Faculty, Students, Resources, and Help Center. The main content area displays the 'Port of Entry Data' form, which is highlighted with a red box. The form is titled 'Port of Entry Data' and includes a 'Find' button and a 'View All' button. It contains several input fields: 'Date of Entry' (with a calendar icon), 'I-94 Admission Number' (with a search icon), 'DoS Post' (with a search icon), 'Port of Entry' (with a search icon), and 'Immigration Status' (with a search icon). There is also a large text area for 'Remarks'. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

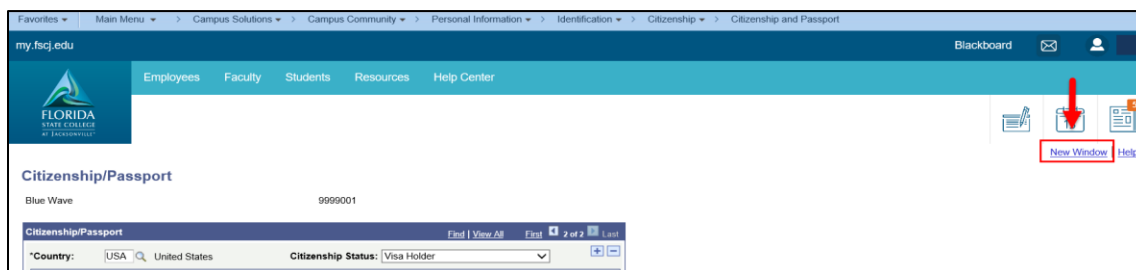
- Click the **Save** button.

Citizenship Comment-Person Comment Detail

Citizenship changes are not effective dated like many of the items in PeopleSoft Campus Solutions; therefore, it is not possible to add more than one effective dated row on the **Citizenship/Passport Page**. If a citizenship status exists, that row must be updated. Please add a comment for the student to track when and why citizenship (immigration) changed.

Example: Blue Wave submitted a credit application for Fall 2016 with a citizenship status of Visa Holder; Type K1. During the Spring 2017 term, Blue submits a copy of her Permanent Resident Card. Because a row for the Visa Hold Status already exist, that row should be updated. Please add a comment for the student to track when and why citizenship (immigration) changed.

- Use the **New Window** link in the top right hand corner to navigate to the Person Comment Entry page. Click **New Window**.



- Navigate to **Main Menu> Campus Solutions> Campus Community>Comments>Comments-Person>Person Comment Entry**

Result: Person Comment Entry page displays.

- Enter the desired information into the **ID** field. Click the **Search** button.

- Use the **Person Comment Entry** page to add a citizenship comment for auditing purposes.
- Select the Add a New Value tab, enter desired Student ID and select Add.

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Employees Resources Help Center

Person Comment Entry

Find an Existing Value **Add a New Value**

ID: 9999001

Add

- Complete the following:
 - Administrative Function: ADMP (Admissions Program)
 - Comment Category: CTZNP (Citizenship/Immigration)
 - Comment: Enter comments related to the immigration change.

Example: Student submitted a copy of her Permanent Resident Card.

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Employees Faculty Students Resources Help Center

Person Comment Entry

Blue Wave ID: 9999001

Comment Date Time: 05/09/2017 10:35:39PM

*Administrative Function: **ADMP** Admissions Program

*Academic Institution: FSCJ1

*Comment Category: **CTZNP** Citizenship/Immigration

Variable Data

Will appear after entering Administrative Function.

Comment Data

Comment ID: 1002743 Dexter-Harris, Rosalind Regina


Department:

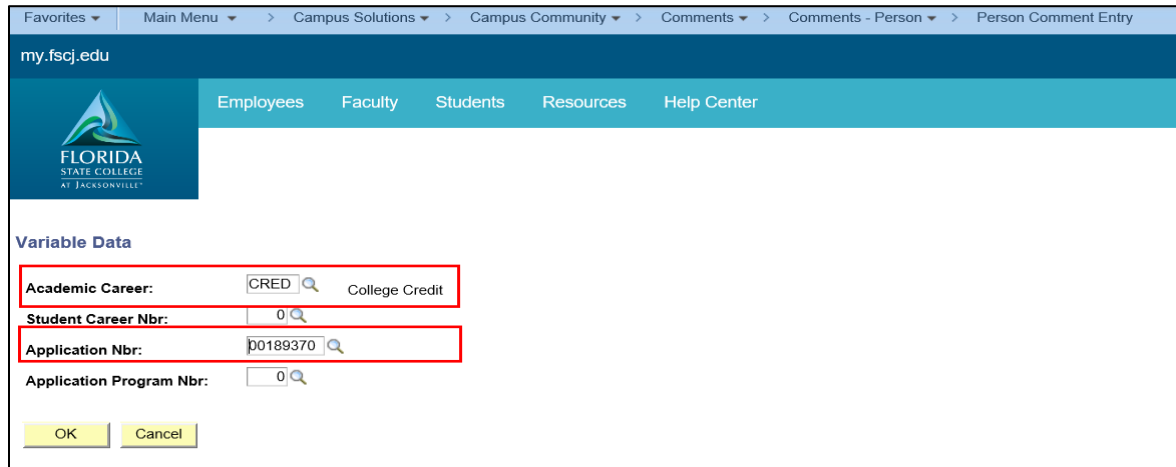
Comment Date: 05/09/2017

Comments Student submitted a copy of her Permanent Resident Card.

Append Comments:

Save Notify Add Update/Display

- Click the **Variable Data** Button and enter the Academic Career and Application Nbr (if available). The lookup icon  is provided for assistance.



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Employees Faculty Students Resources Help Center

Variable Data

Academic Career: CRED College Credit

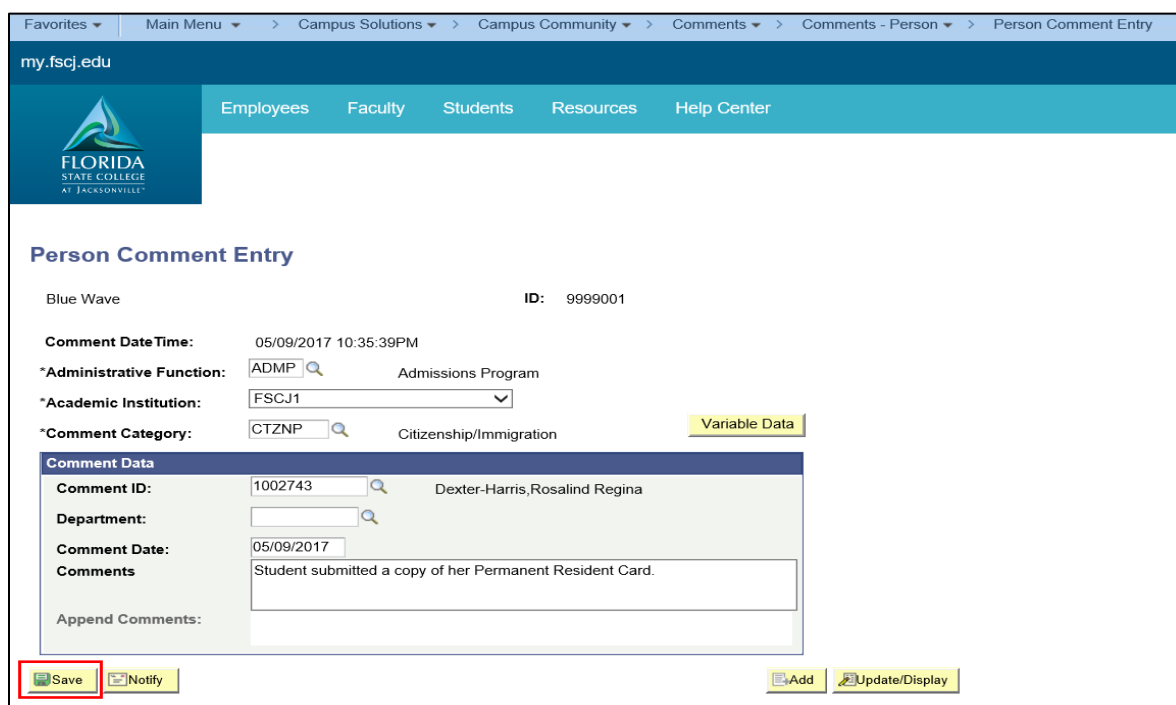
Student Career Nbr: 0

Application Nbr: 00189370

Application Program Nbr: 0

OK Cancel

- Click OK



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Employees Faculty Students Resources Help Center

Person Comment Entry

Blue Wave ID: 9999001

Comment DateTime: 05/09/2017 10:35:39PM

*Administrative Function: ADMP Admissions Program

*Academic Institution: FSCJ1

*Comment Category: CTZNP Citizenship/Immigration Variable Data

Comment Data

Comment ID: 1002743 Dexter-Harris,Rosalind Regina

Department:

Comment Date: 05/09/2017

Comments: Student submitted a copy of her Permanent Resident Card.

Append Comments:

Save Notify Add Update/Display

- Click Save

The Person Comment Detail shows the date, time and EMPLID of the person adding the citizenship/immigration comment.

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Florida State College at Jacksonville

Employees Faculty Students Resources Help Center

Person Comment Entry

Blue Wave ID: 9999001

Comment DateTime: 05/09/2017 10:35:39PM

*Administrative Function: Admissions Program

*Academic Institution:

*Comment Category: Citizenship/Immigration Variable Data

Comment Data	
Comment ID:	1002743 Dexter-Harris,Rosalind Regina
Department:	
Comment Date:	05/09/2017
Comments	Student submitted a copy of her Permanent Resident Card.
Append Comments:	

Entering Emergency Contacts

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click Main Menu > Campus Solutions > Campus Community > Personal Information > Biographical > Emergency Contacts
- Enter the Student ID in the **ID field** and Search.

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Employees Faculty Students Resources Help Center

Emergency Contacts
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with 9999001 x

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Use the **Emergency Contact Information** page to enter an individual's emergency contact data, including the contact's name, addresses, and primary phone number.

- Complete the following:
 - **Contact Name**
 - **Relationship:** Select from the list provided.
 - **Effective Date:** Check box.
 - **Same Address as Individual:** Optional; requires selection of type of address.
 - **Same Phone as Individual:** Optional; requires selection of type of phone.
 - **Phone:** Enter Emergency Contact phone number and **Save**.

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Employees Faculty Students Resources Help Center

Emergency Contact Information Emergency Contact Other Phones

Blue Wave 9999001

Emergency Contact Find | View All First 1 of 1 Last

*Contact Name: Surf Wave

*Relationship: Other

☒ Primary Contact

☐ Same Address as Individual

☐ Same Phone as Individual

Contact Address

Country: USA United States

Address: Edit Address

Contact Phone

Phone: 9045555555 Extension: Country:

Save Return to Search Notify

The Emergency Contact Other Phones Tab (Optional) can be used to enter additional phone numbers for the emergency contact such as home or work.

Entering Language Information

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click Main Menu > Campus Solutions > Campus Community > Personal Information > Biographical > Personal Attributes > Languages
- Enter the Student ID in the **ID field** and Search.

my.fscj.edu

Employees Faculty Students Resources Help Center

Languages
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with 9999001 x

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

- Enter languages on this page; multiple entries are allowed. The Native checkbox is used to identify the primary language.

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Languages

Blue Wave Languages 9999001

#Language	Native	Translator	Teacher	Speak	Read	Write	Evaluation Date
FR French	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EN English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Return to Search Notify Refresh

Add

Check the box to identify the native (primary) language.

Use the Add Button to enter more than one language.

- Click Save.