PeopleSoft Campus Solutions

Campus Community Personal Information

Created 5/30/17

This document is subject to further edits, corrections and/or modifications

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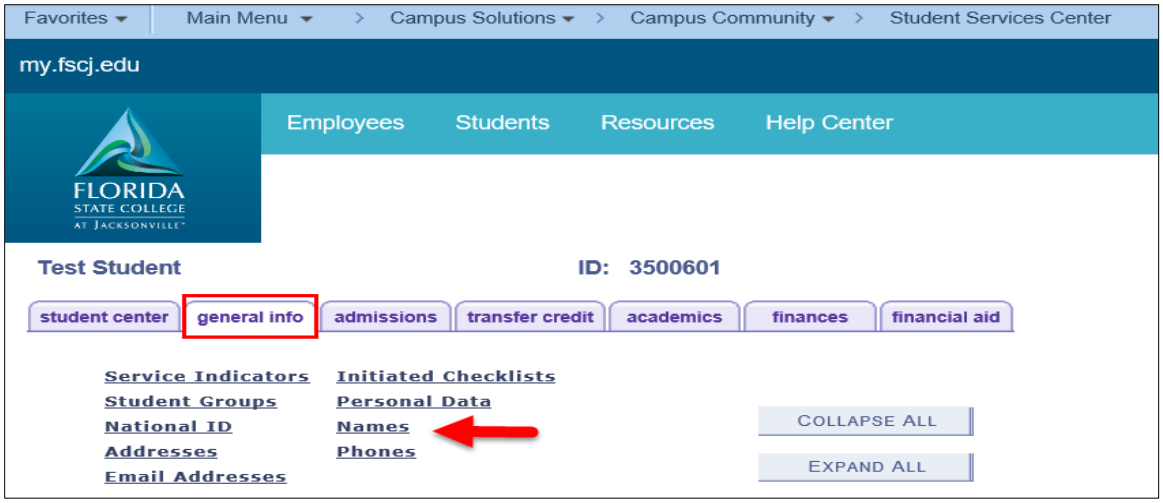
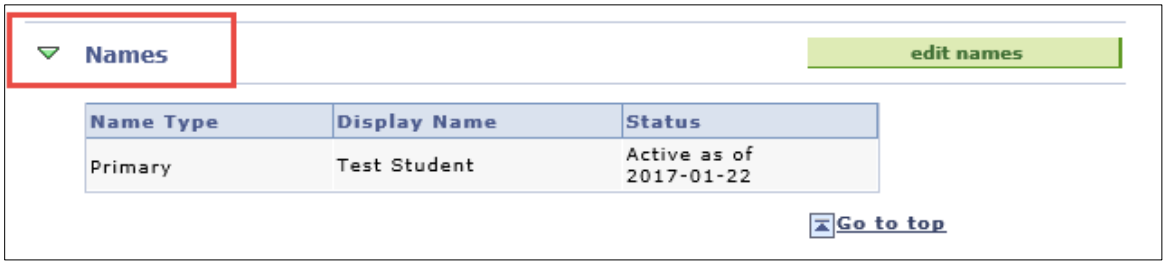
View/Update Name

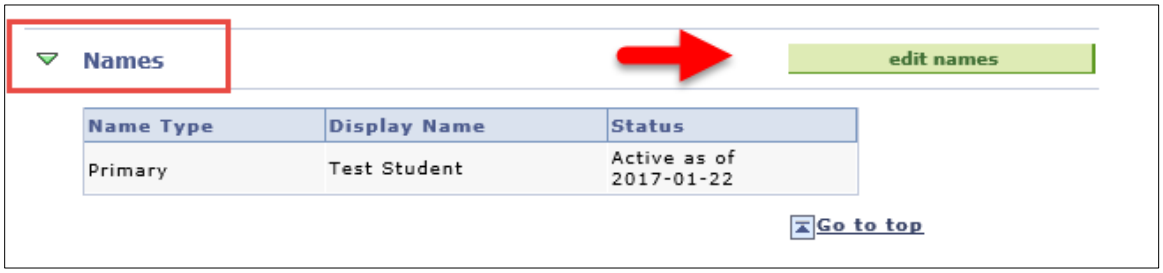
Navigation

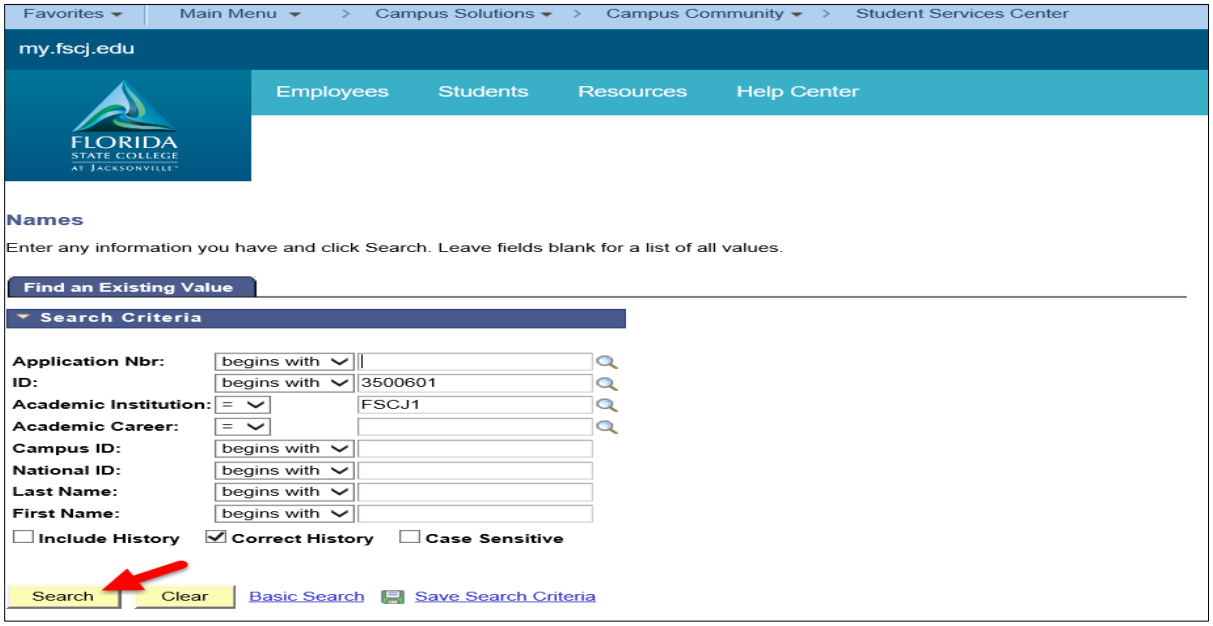
- Log into MyFSCJ with your FSCJ logon ID and password
- Click Main Menu >Campus Solutions>Campus Community>Student Services Center
- Enter the Student ID.
- Choose the **General Information Tab** and locate the "Names" area to view current and previous names.

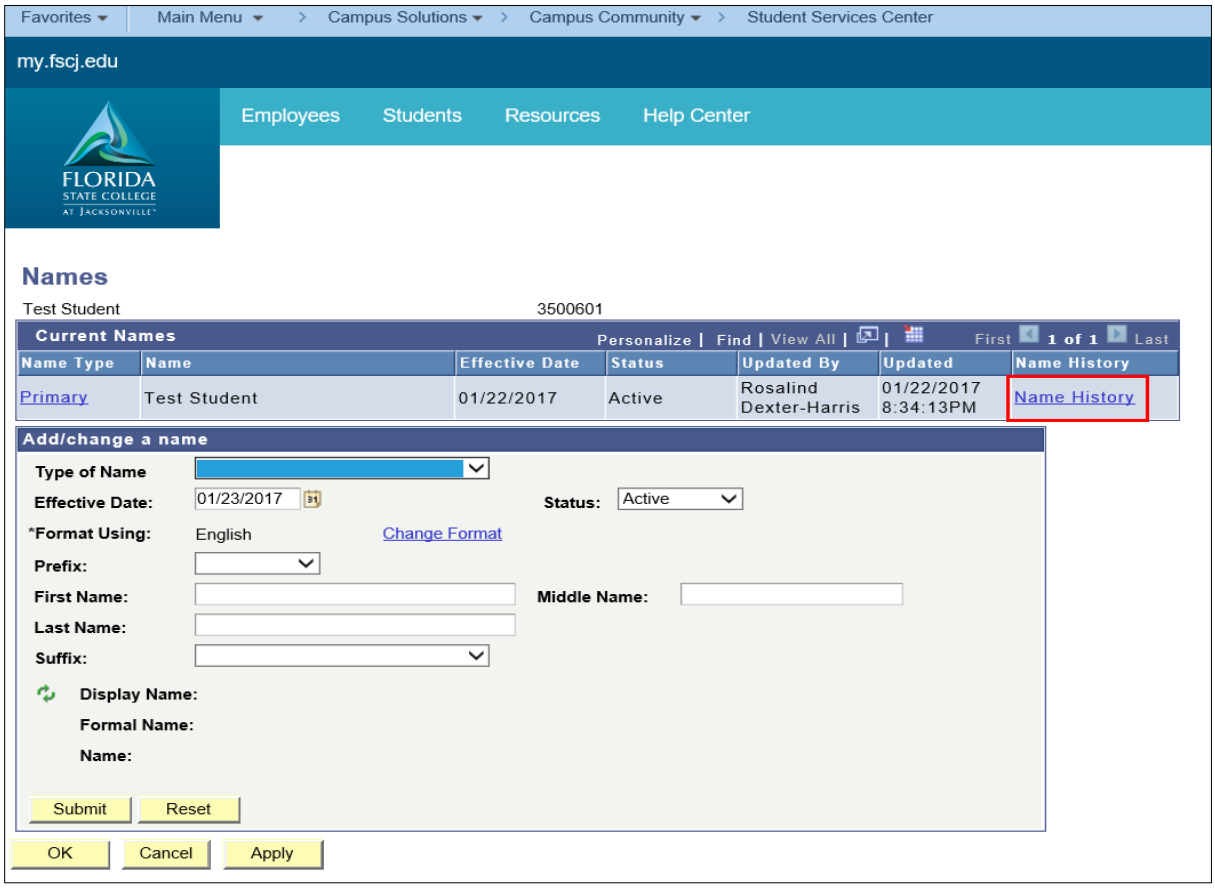




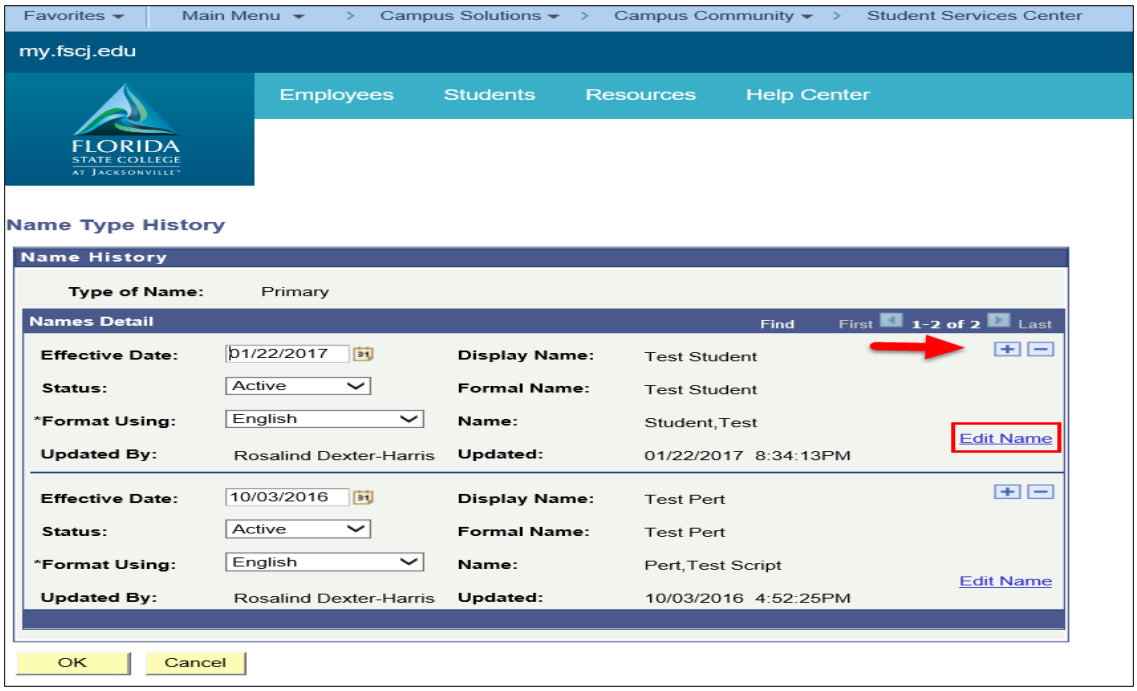
- The "edit names" button will display. The ability to make updates to this area is based on your security access.
- To make updates to the name, click the "edit names" button and click search.



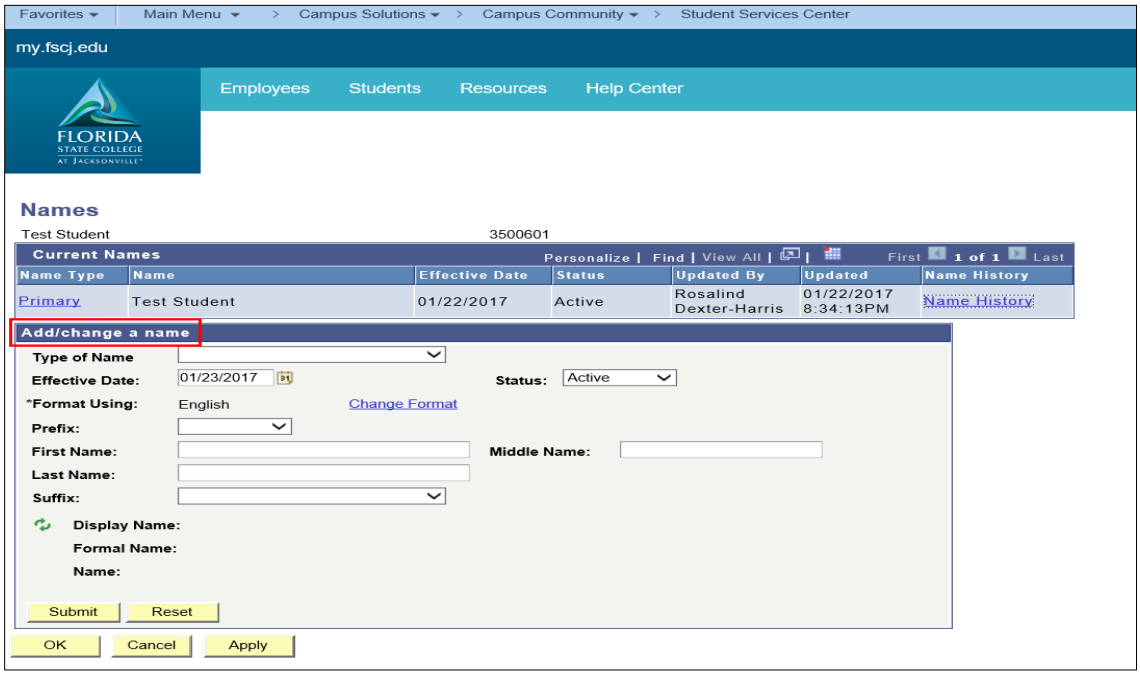




- To update the current name type for the individual, click the Name History link, add a new name row, specify the effective date and name format, and edit the related name fields. To save the changes to the database, you must click OK.



- 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.



- 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.

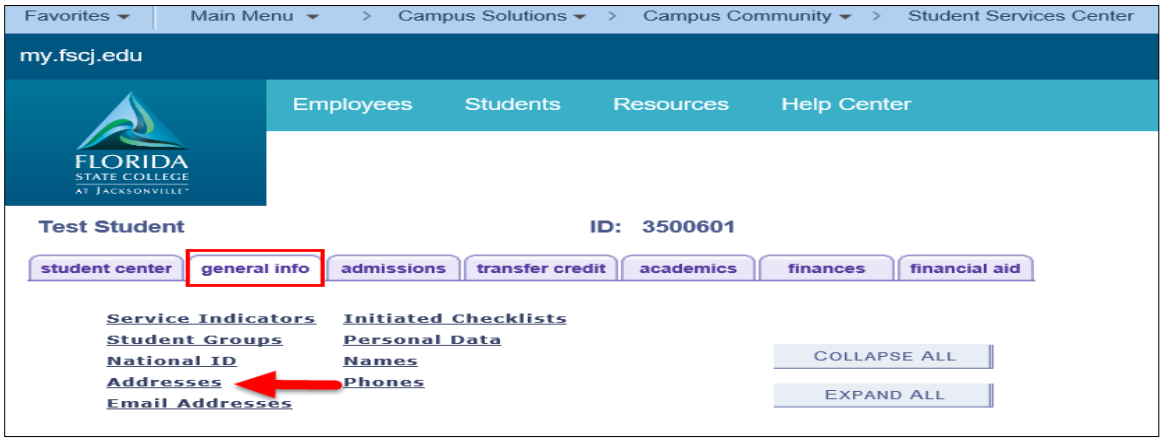
- You can click the Refresh the NAME field icon (two green arrows next to display name field.) to update the display name formats to reflect any changes made in any of the name fields.
- Click the Submit button to submit data before saving the page.
- To save the changes to the database, you must click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

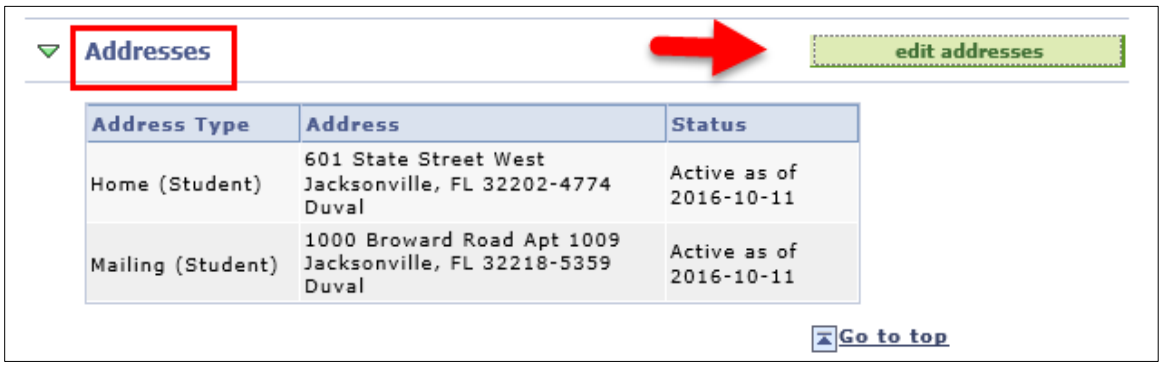
Note: Names may also be access by navigating to: **Main Menu>Campus Solutions>Campus Community>Personal Information>Biographical>Names.**

View and Update Address

Navigation

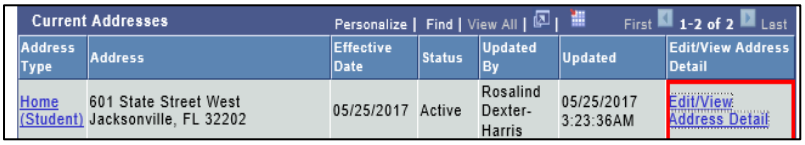
- Log into MyFSCJ with your FSCJ logon ID and password
- Click Main Menu >Campus Solutions>Campus Community>Student Services Center
- Enter the Student ID.
- Choose the **General Information Tab** and locate the "Addresses" area to view current and previous names.



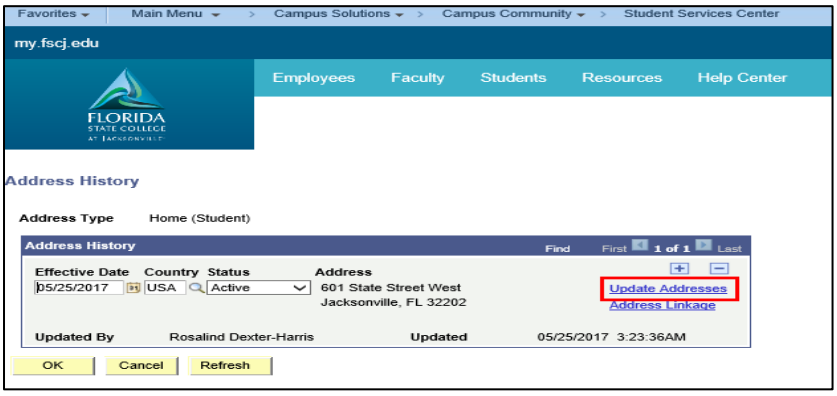


- The "edit addresses" button will display. The ability to make updates to this area is based on your security access.
- To make updates to the address, click the "edit addresses" button.

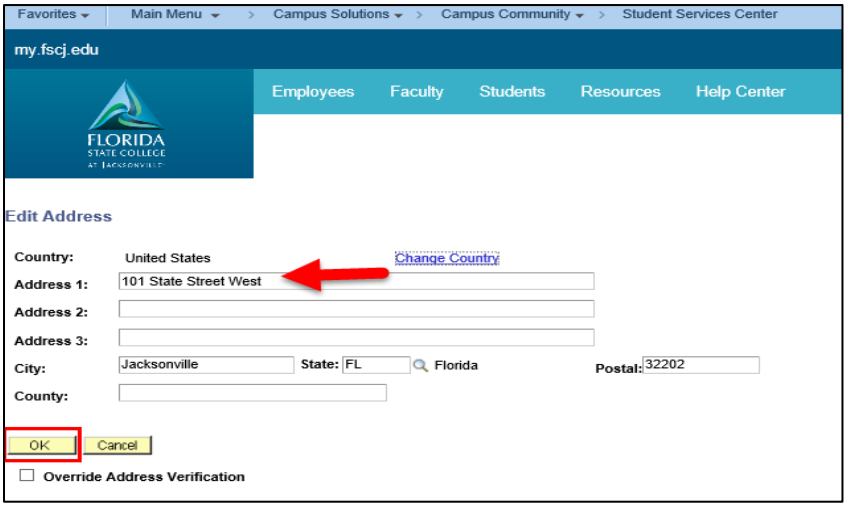
- To update the current name type for the individual, click the Edit/View Address Detail link.



- Select the Update Addresses link.

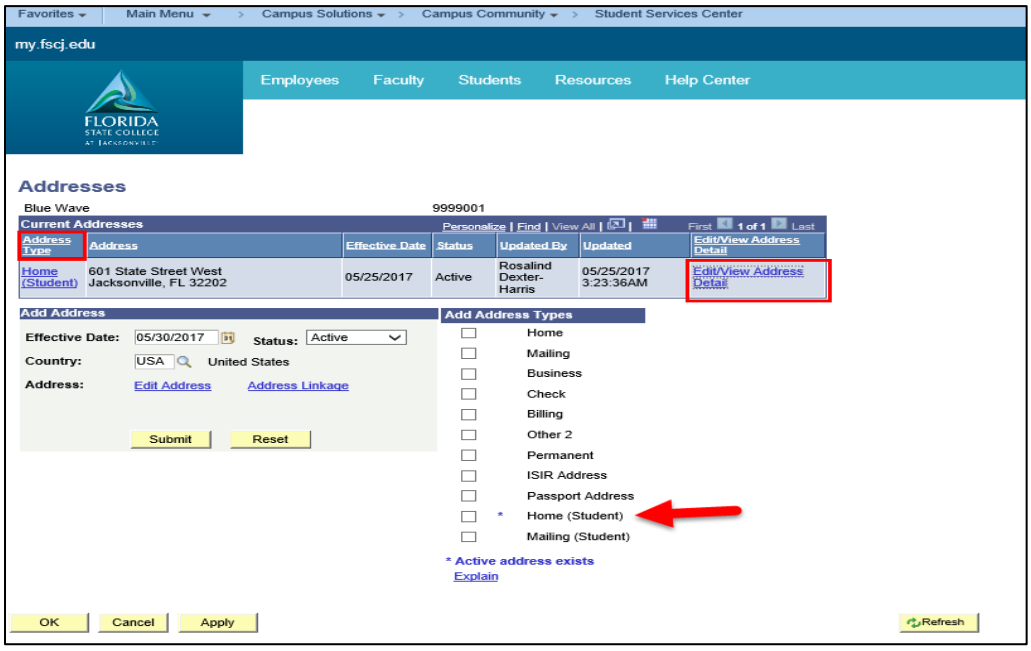


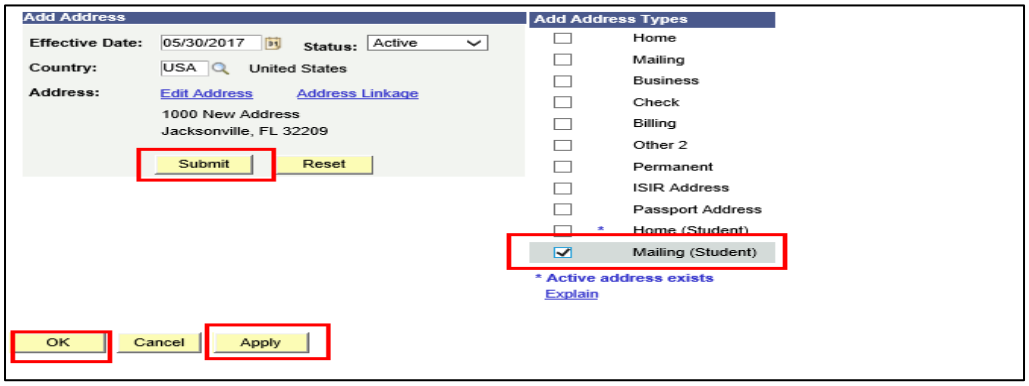
- Make changes to the address and click OK, Apply. Example change 601 to 101.



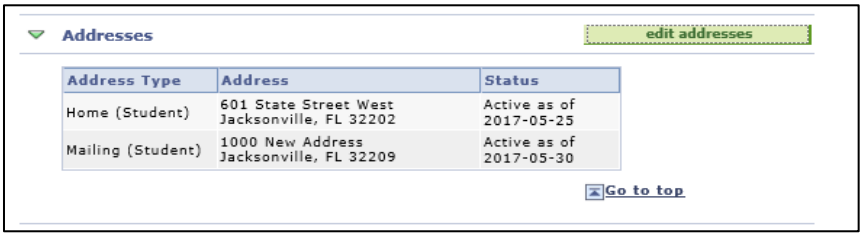
- To add a new address type, click the Edit Address link located in the Add Address section. Enter the new address and click OK.

- Select the appropriate address type box and submit.





- Click Submit, Apply, OK.

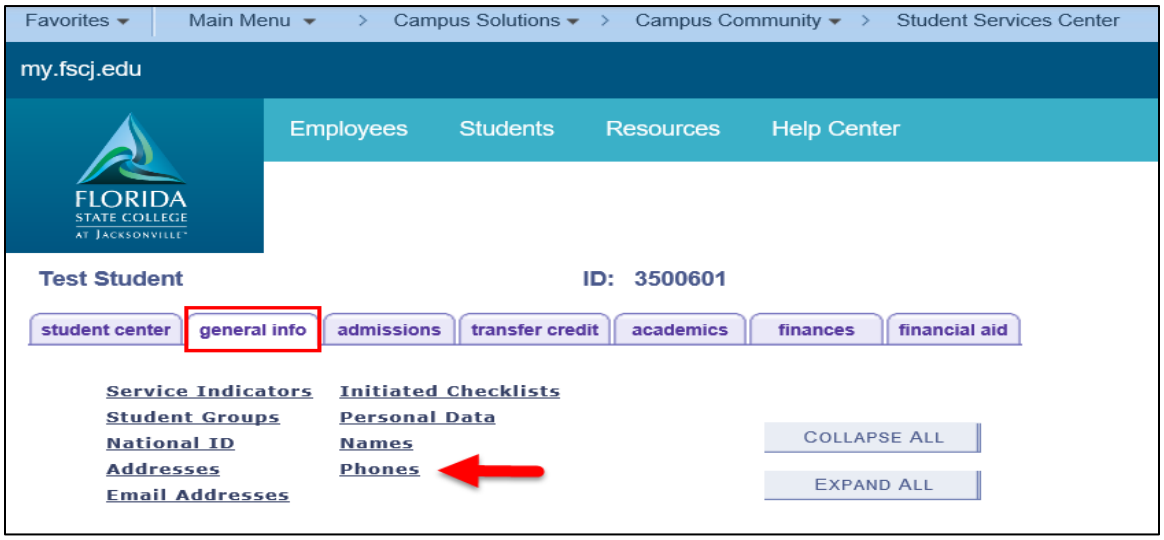


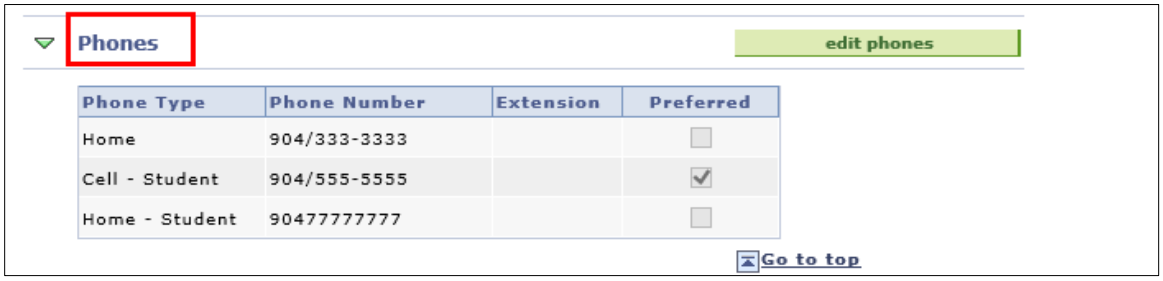
Note: Addresses may also be access by navigating to: **Main Menu>Campus Solutions>Campus Community>Personal Information> Biographical> Addresses/Phones>Addresses.**

View/Update Phone

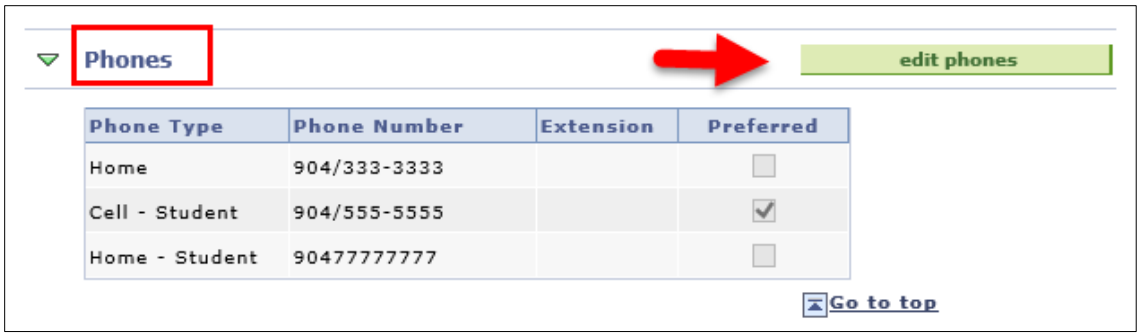
Navigation

- 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.

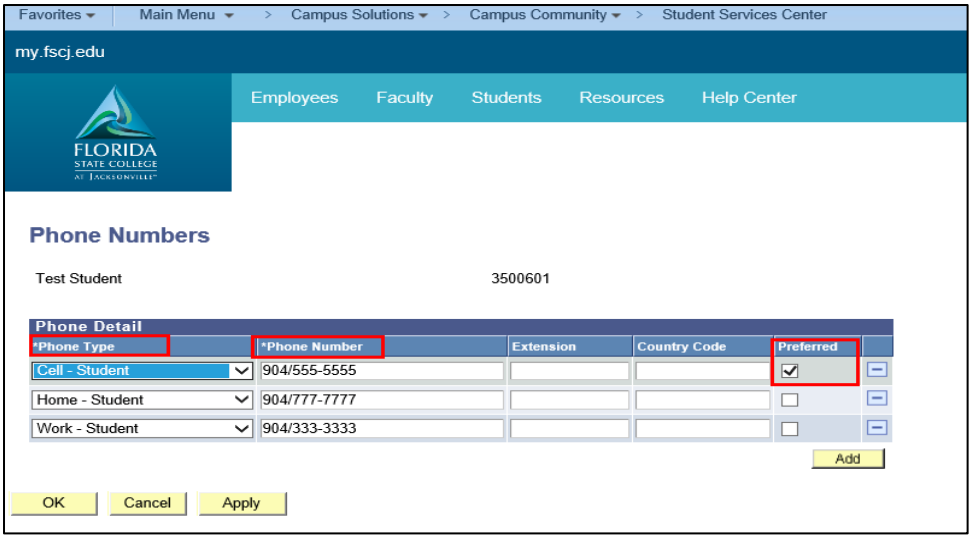




- The "edit phones" button will display. The ability to make updates to this area is based on your security access.
- To make updates, click the "edit phones" button and click search.



- 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 prefered contact number. To save the changes to the database, you must click OK.

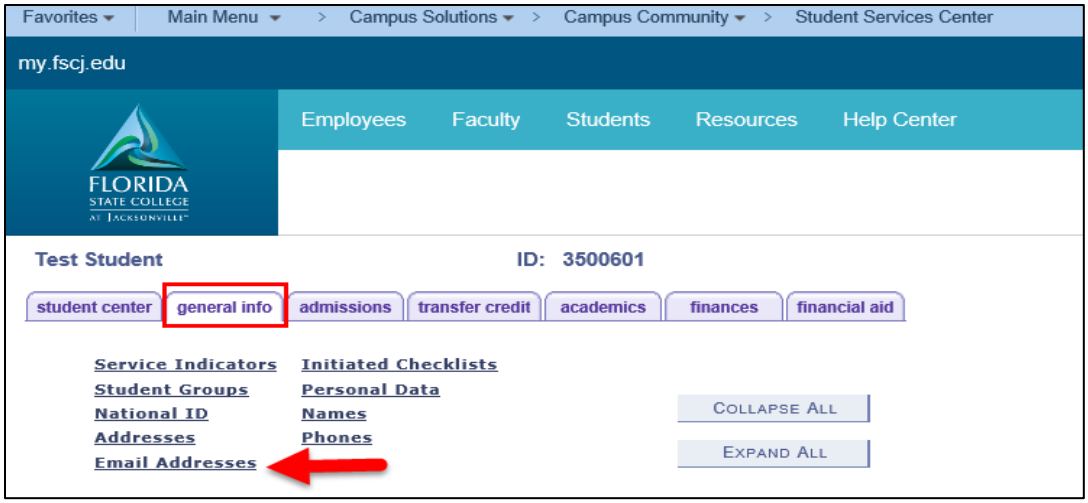


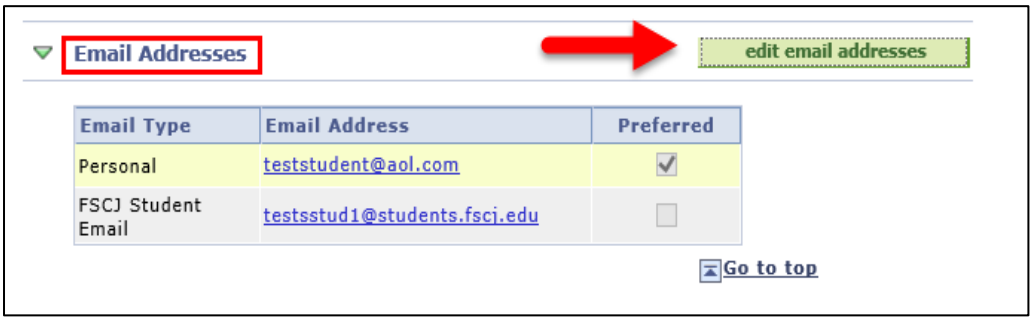
Note: Phones may also be access by navigating to: **Main Menu>Campus Solutions>Campus Community>Personal Information>Biographical > Addresses/Phones>Phones.**

View/Update Email

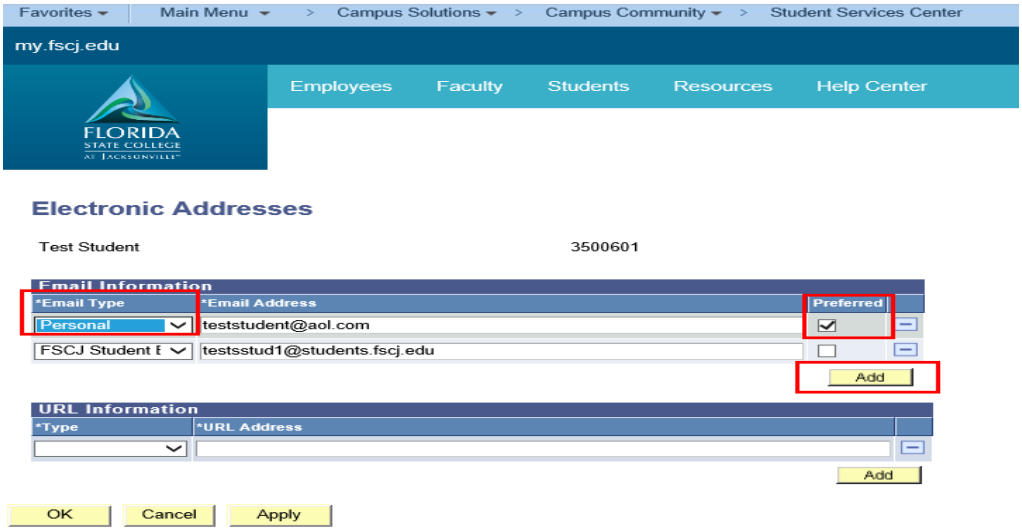
Navigation

- 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.





- 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 prefered contact number. To save the changes to the database, you must click OK.

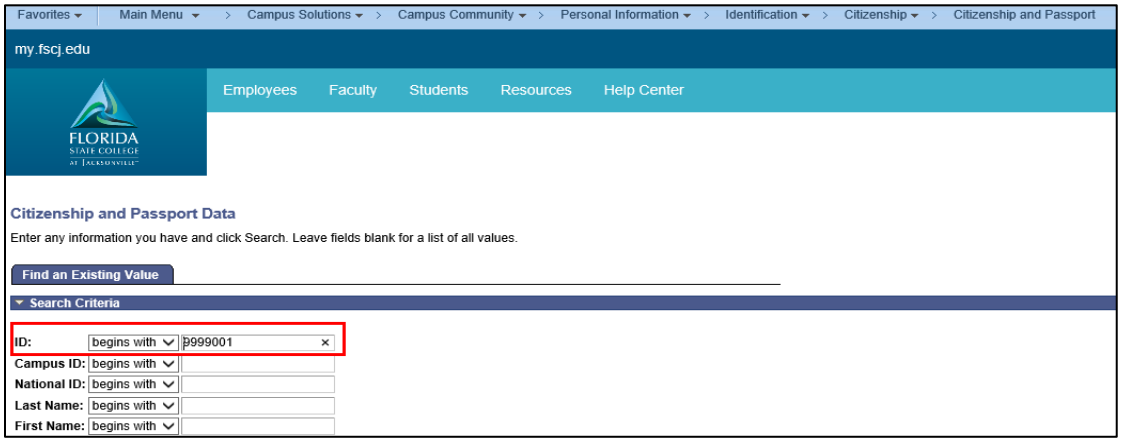


- **Note:** Phones may also be access by navigating to: **Main Menu>Campus Solutions>Campus Community>Personal Information>Biographical > Addresses/Phones>Electronic Addresses.**

Entering Citizenship and Passport Data

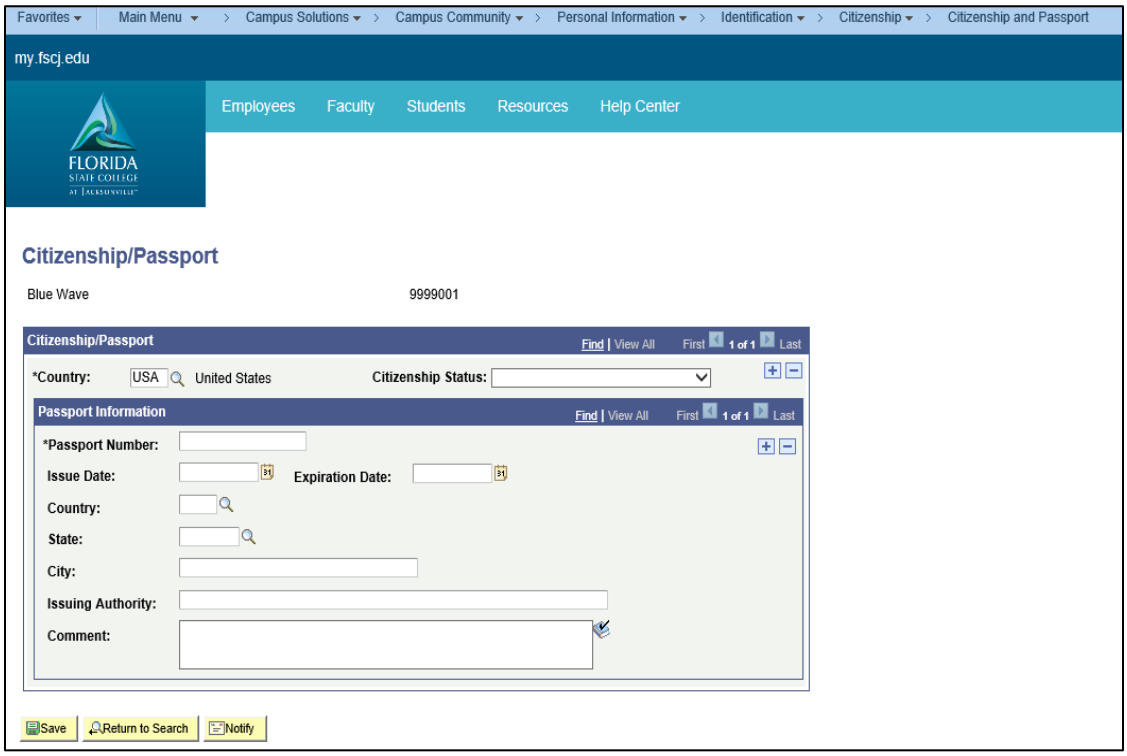
Navigation

- 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.

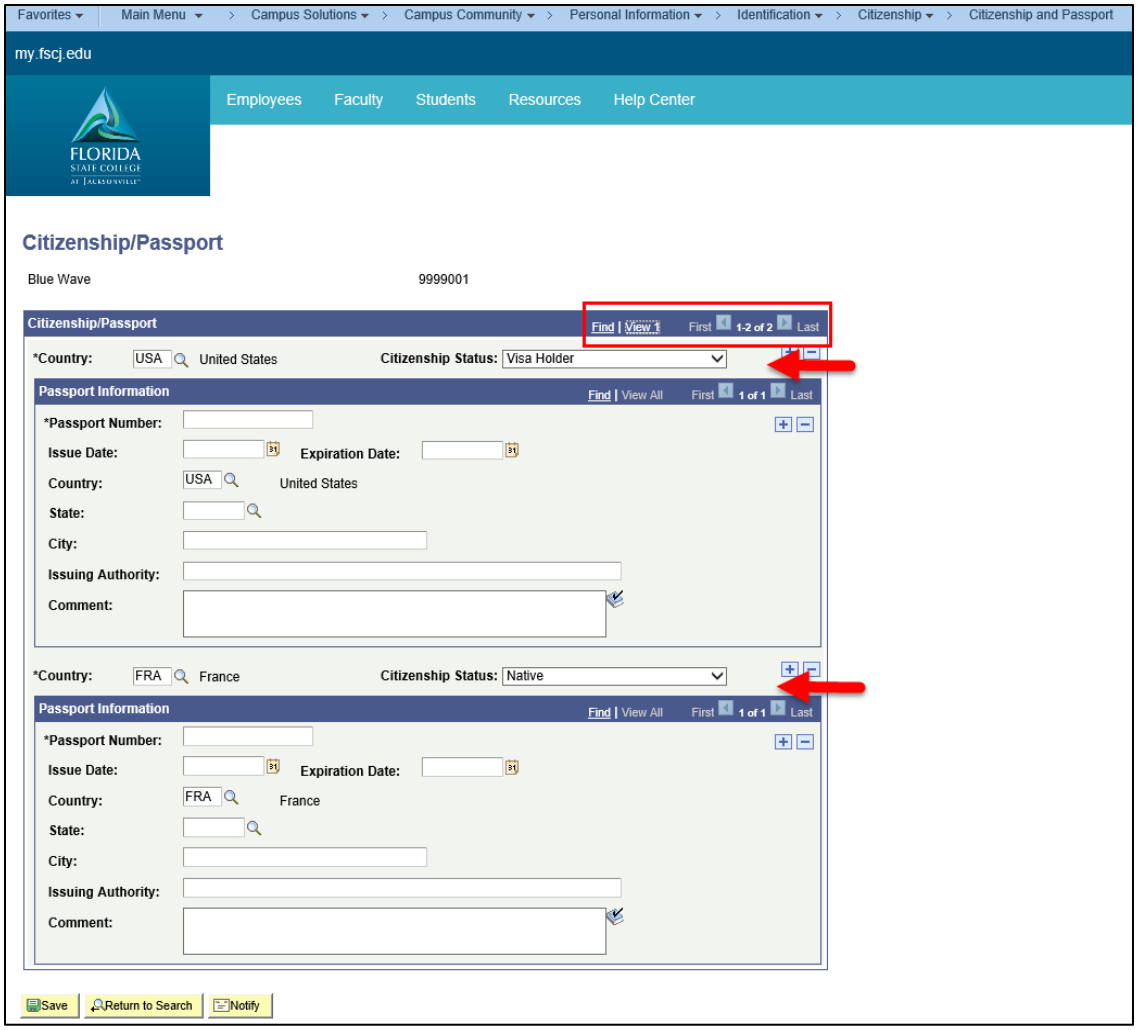


- Use the **Citizenship/Passport** page to enter citizenship and passport data for an individual. Some students will have two rows of citizenship data. Example:
    - 1st row **Country:** France; **Citizenship Status:** Native

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



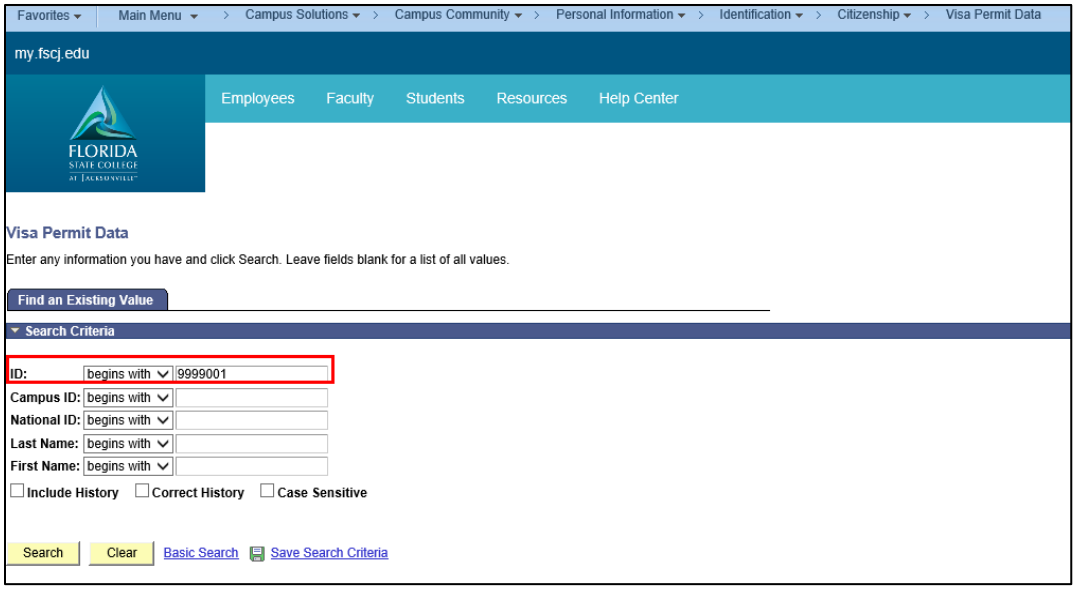
- Complete the following:
  - **Country:** A USA row is always required; however, a second row is required for non-native or naturalized citizens.
  - **Citizenship Status**: This field should reflect immigration status in USA and if a second row is required the citizenship in the home country should 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)



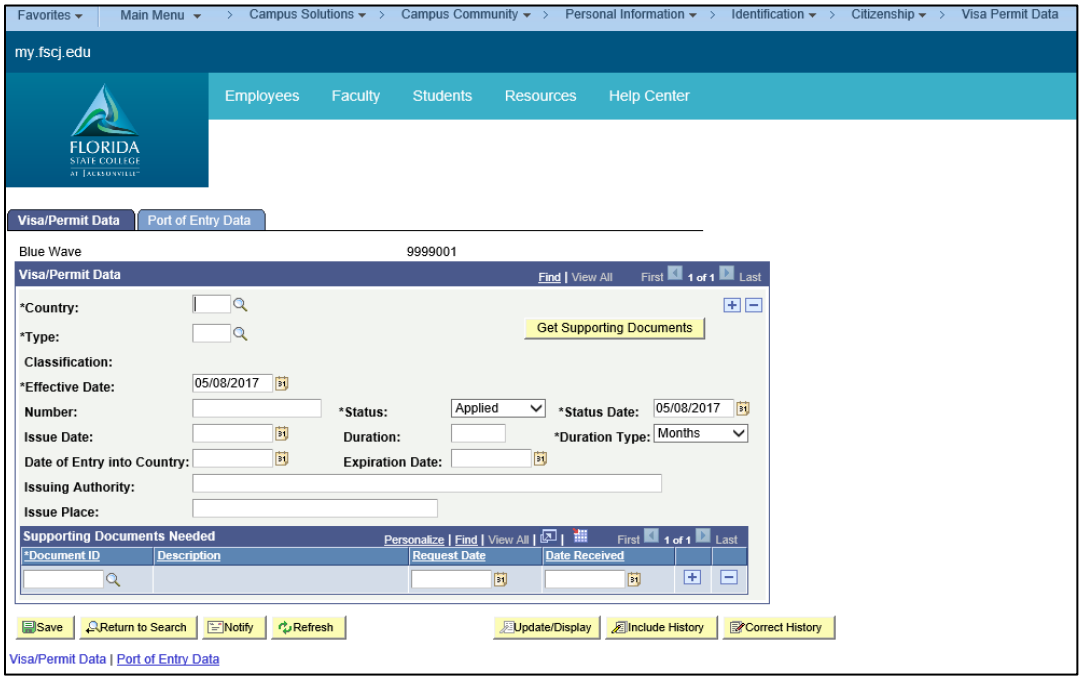
Entering Visa Permit Data

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.

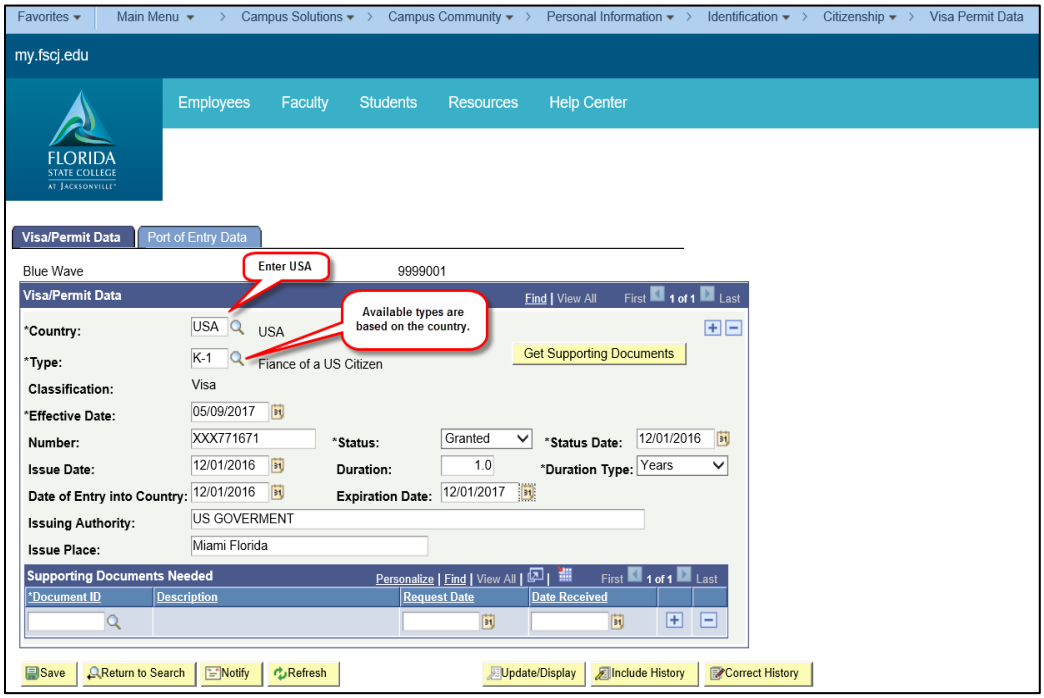


- Use the **Visa/Permit Data** page to enter and track an individual's visa and permit information.



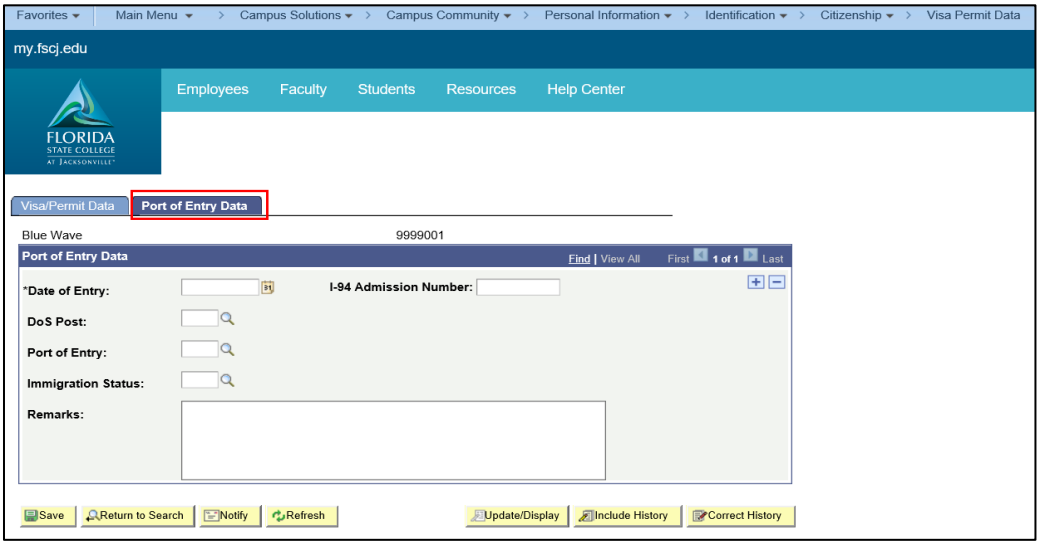
- Complete the following:
  - **Country:** USA (page will document immigration status in USA).
  - Use Official Documentation to enter the following if applicable:
    - **Type:** Enter the type of visa or permit.
    - **Effective Date:** Enter the date on which the visa or permit.

- **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.



- 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



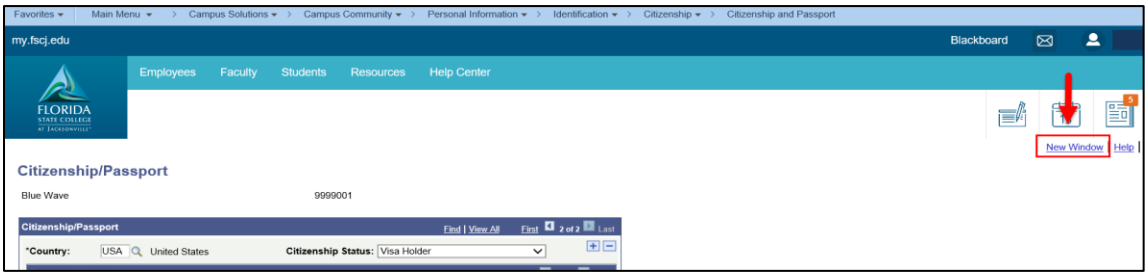
- Click the **Save** button.

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.

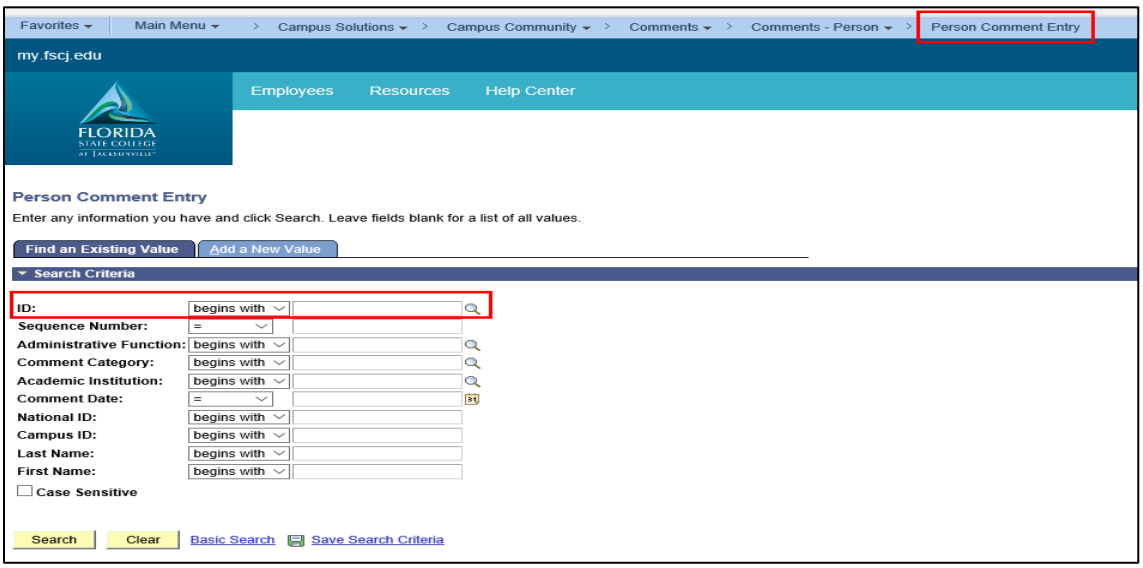
- Use the **New Window** link in the top right hand corner to navigate to the Person Comment Entry page. Click **New Window**.



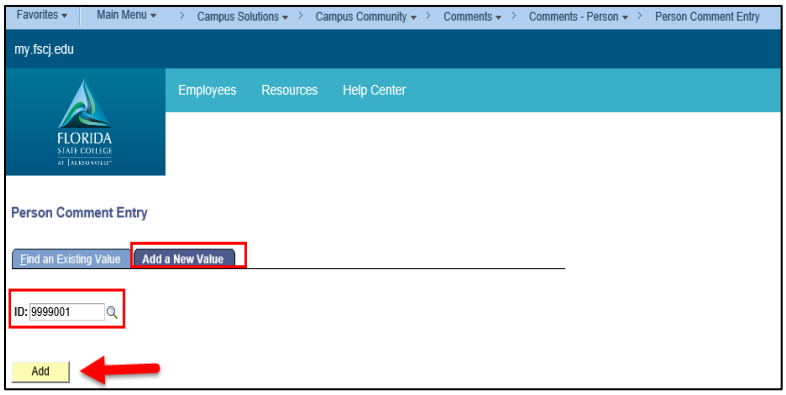
- Navigate to **Main Menu> Campus Solutions> Campus Community>Comments>Comments-Person>Person Comment Entry**

Result: Person Comment Entry page displays.

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

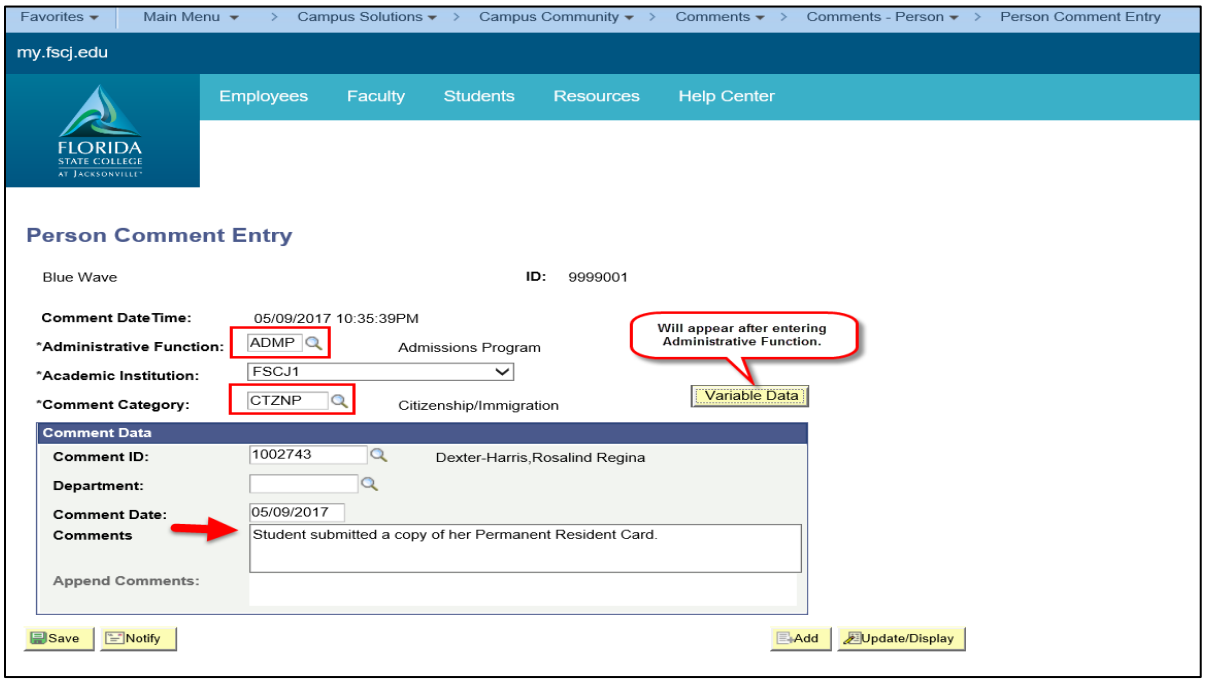


- Use the **Person Comment Entry** page to add a citizenship comment for auditing purposes.
- Select the Add a New Value tab, enter desired Student ID and select Add.

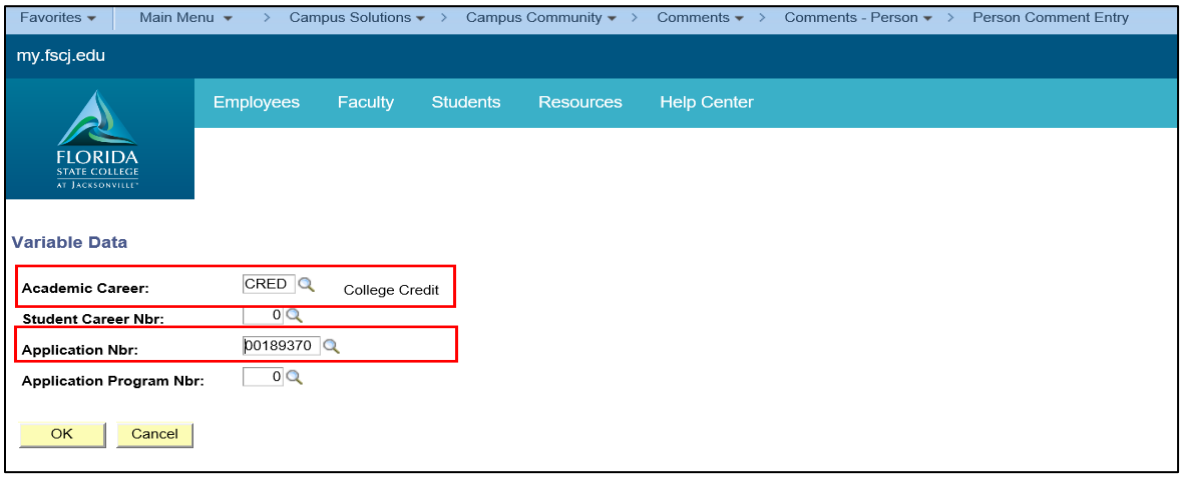


- Complete the following:
  - Administrative Function: ADMP (Admissions Program)
  - Comment Category: CTZNP (Citizenship/Immigration)
  - Comment: Enter comments related to the immigration change.

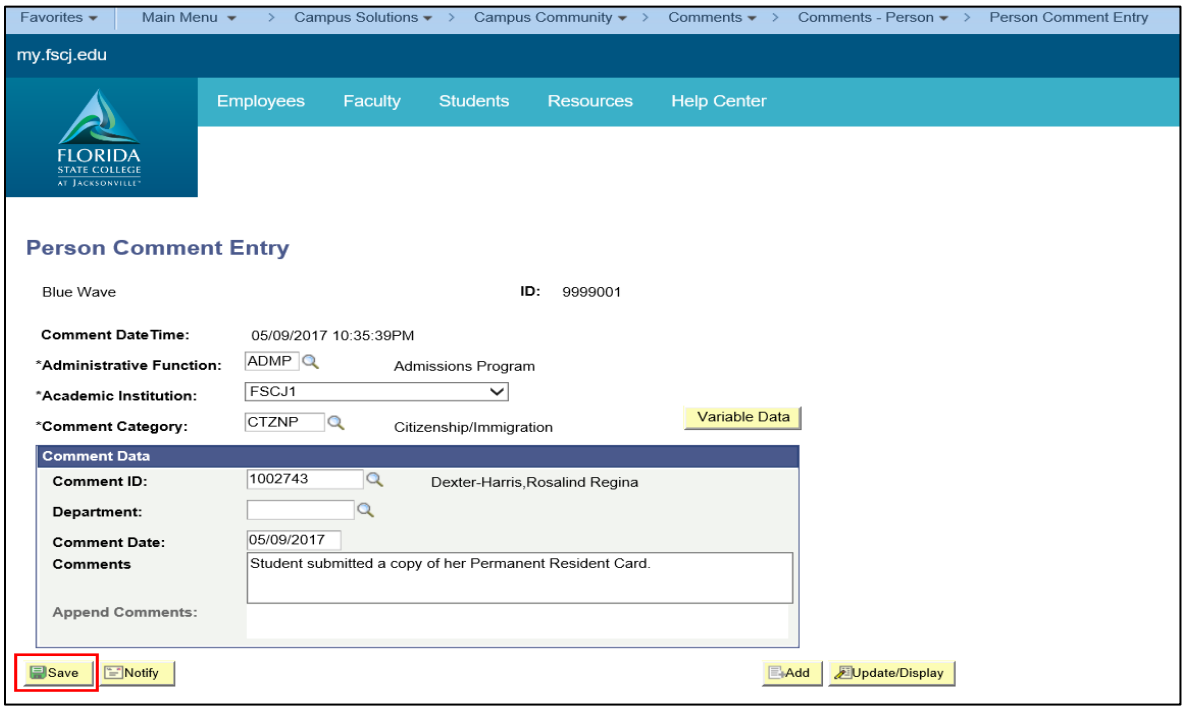
Example: Student submitted a copy of her Permanent Resident Card.



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

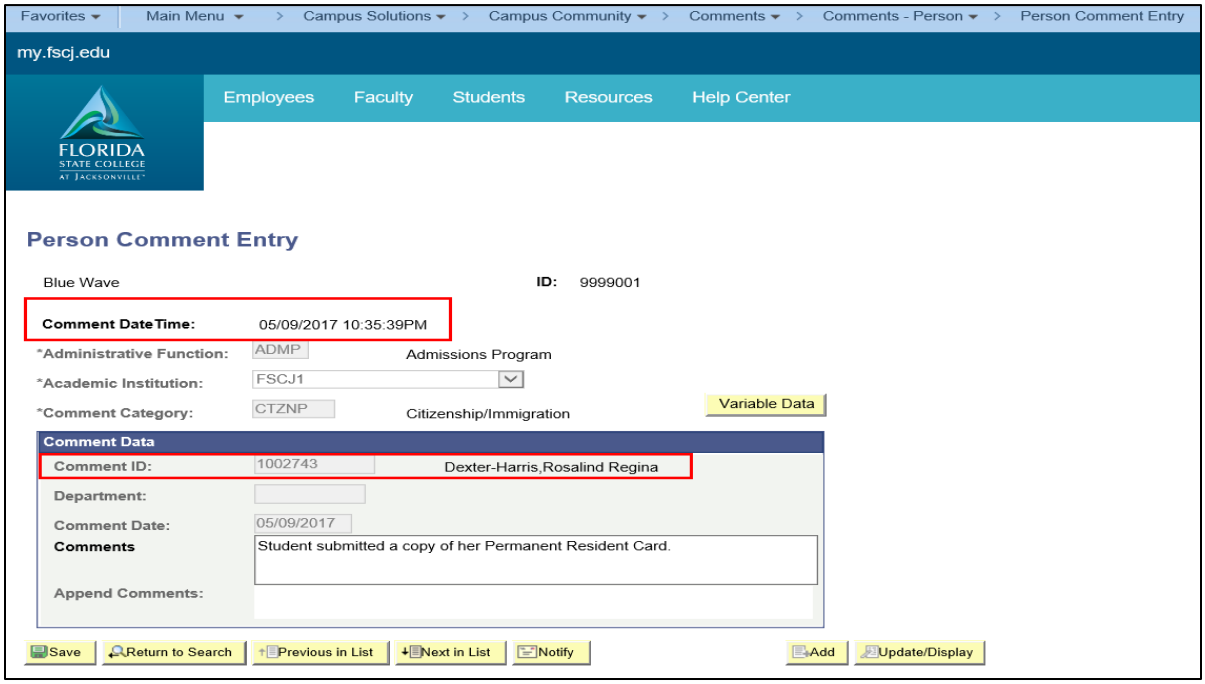


- Click OK



- Click Save

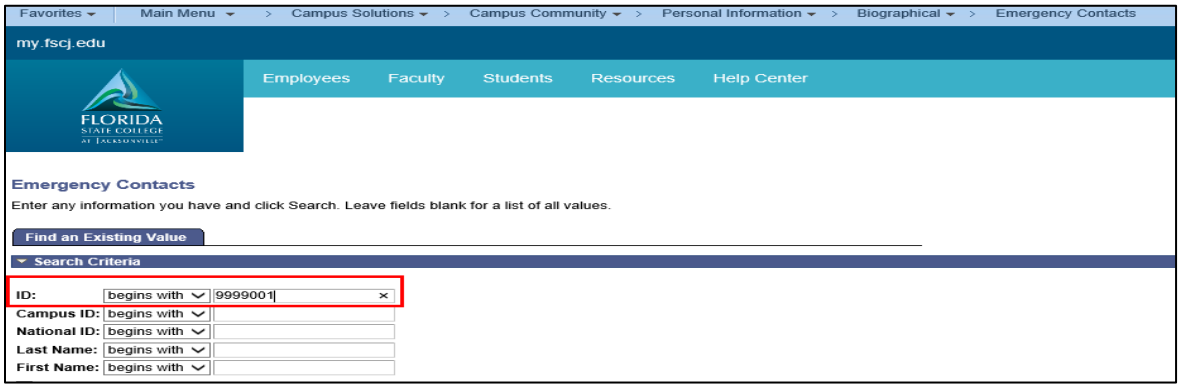
The Person Comment Detail shows the date, time and EMPLID of the person adding the citizenship/immigration comment.



Entering Emergency Contacts

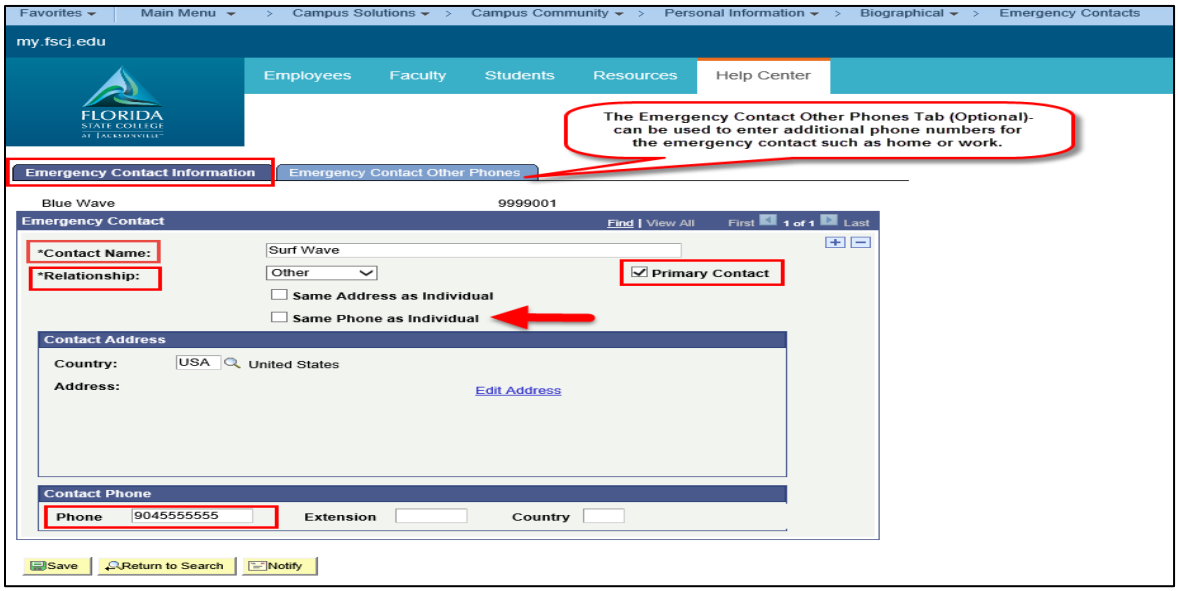
Navigation

- 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.



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

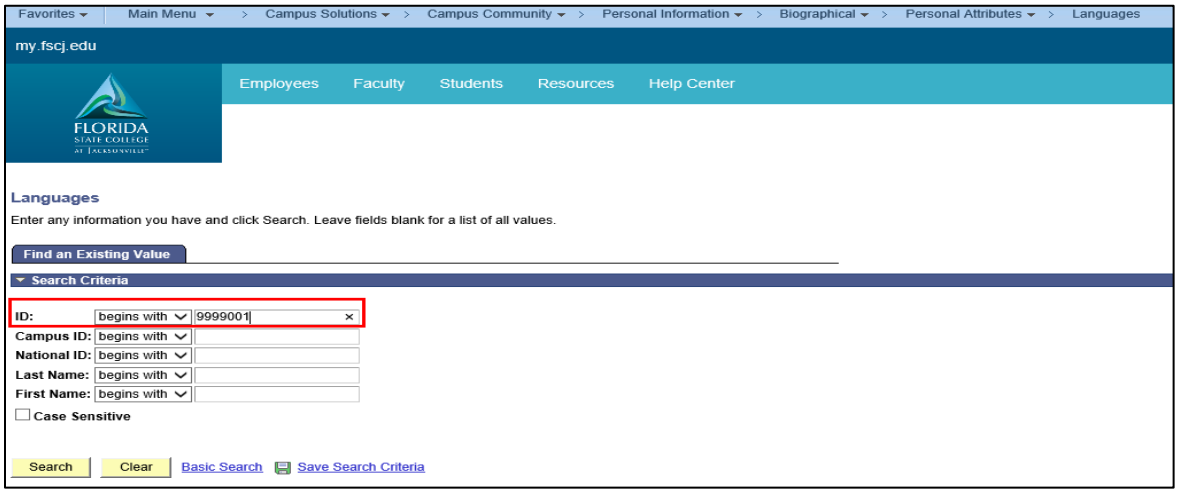
- Complete the following:
  - **Contact Name**
  - **Relationship:** Select from the list provided.
  - **Effective Date:** Check box.
  - **Same Address as Individual:** Optional; requires selection of type of address.
  - **Same Phone as Individual:** Optional; requires selection of type of phone.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



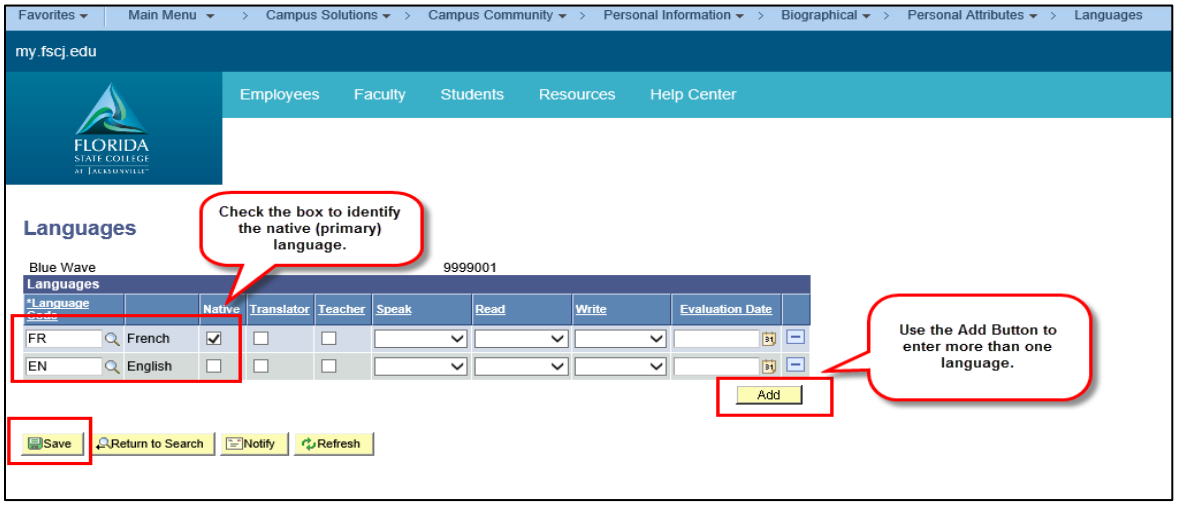
Entering Language Information

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.



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



- Click Save.