

Train the Trainer Modules: Campus Community

7.3.3 Maintain Identification Data Main

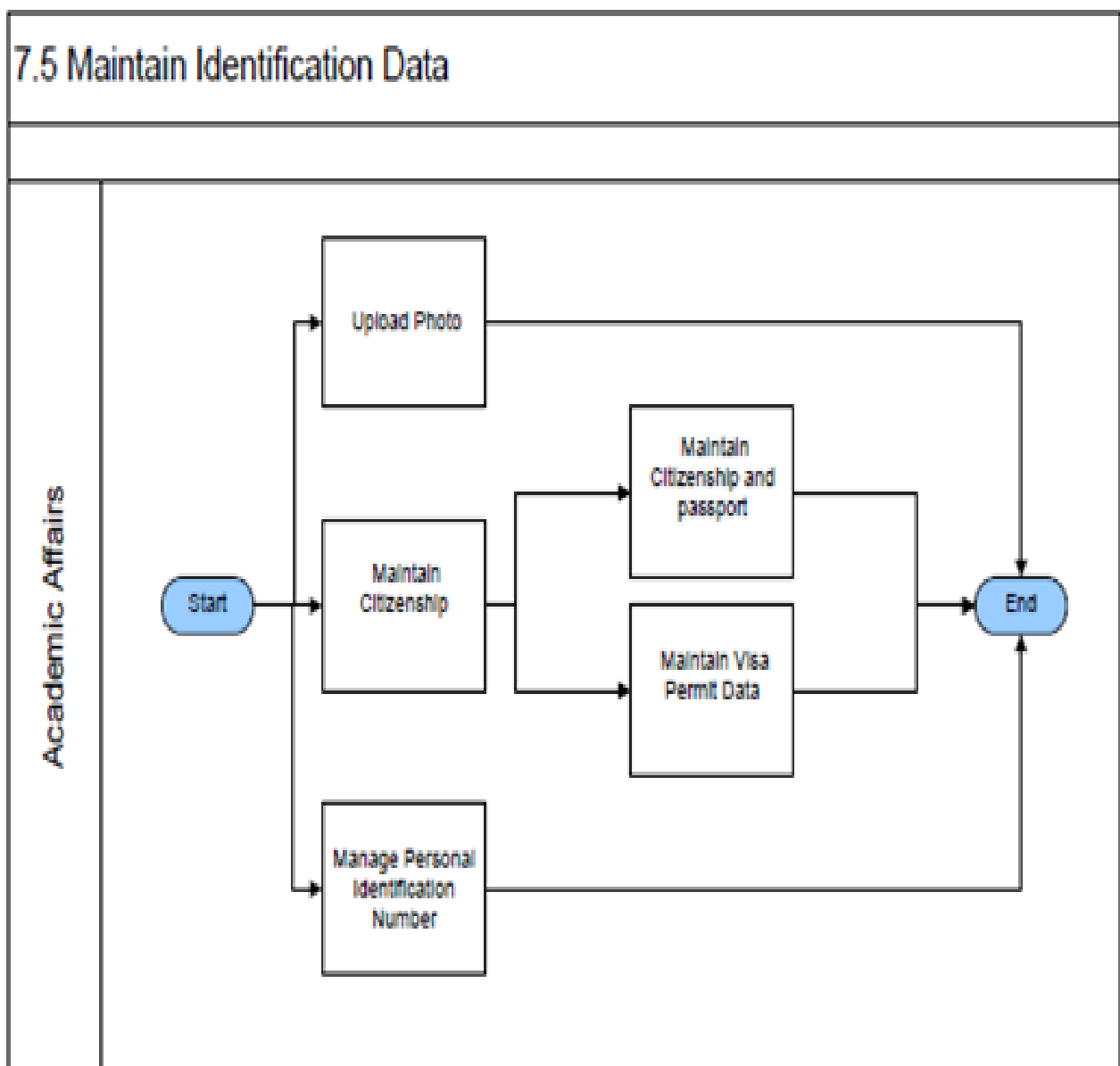
Introduction

A module to maintain identification data and this training will help you to fully understand all the steps how to maintain identification data in KSAU-SIS.

Understanding the Maintain Identification Data

Maintain Identification Data deals with managing and maintaining identification data of a person. In managing organizations there are many phases like attaching a photo to a person's profile, maintaining citizenship and identity of a person like passport and visa information's and maintaining personal identification number etc.

Business Process Map



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A. Maintain Personal Identification Number

Go to page:Community> Personal Information> Add/Update a Person

Biographical Details | **Addresses** | **Regional**

Ali Hassan Hassan 1 [Names](#)

Person Information

Date of Birth: [Birth Information](#) Campus ID:

Biographical History [Find](#) | [View All](#) First Last

*Effective Date: [+](#) [-](#)

*Marital Status: As of: [+](#) [-](#)

*Gender:

National ID [Personalize](#) | [Find](#) | [View All](#) First Last

*Country	*National ID Type	National ID	Primary	
SAU <input type="text"/>	Saudi ID <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	-

[Add](#)

Contact Information

Addresses [Find](#) | [View All](#) First Last [Addresses](#)

Address Type: Home
Effective Date: 02/07/1435
Status: Active
Country: SAU
Address: House 201 riyadh RIYAD

Phone

*Type	*Phone	Ext	Country	Preferred	
Home <input type="text"/>	123456789	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	-

[Add](#)

Email

*Type	*Email Address	Preferred	
Campus <input type="text"/>	abc@xyz.com	<input checked="" type="checkbox"/>	-

[Add](#)

[Visa/Permit Data](#) [Citizenship](#)

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

Following are important terms that you should need to understand to fully utilized the system:

When you add a new person and are using system-generated IDs, the field at the top of the page displays the value *NEW* until you save the record. When you access the record after having saved it, the field displays the ID that the system assigned to this individual.

Person Information

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Date of Birth

Enter the individual's date of birth.

Birth Information

Click this link to access the Birth Information Detail page, on which you can enter or edit the individual's birth location, country, and state.

Campus ID

Enter the campus ID with which this person is most closely associated.

Biographical History

Effective Date (Required)

Enter the date when the marital status and gender should be effective in your system.

Note. If you are changing the individual's marital status, you *must* enter an effective date.

Note. If you change the individual's name prefix, first, middle, or last name, suffix, or marital status, you *must* enter an effective date.

Marital Status (Required) and **As of**

Specify the individual's marital status (such as single, married, or divorced) and the date (if known) on which the associated marriage or divorce took place.

Values for the Marital Status field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values could require substantial programming effort.

Gender (Required)

Enter the gender of this individual. Gender is used for reciprocal relationships (mother and daughter, mother and son, brother and sister, and so on). Values are:

Male

Female

Unknown

National ID

Country

Enter or confirm the country of this individual's national ID.

If the individual has more than one national ID, you can add them here.

National ID Type (national ID type)

The system enters the value that you establish for this country on the National ID Type Table page. You can override this default value.

National ID

Enter the individual's national ID number.

Enter the number (with or without spaces and dashes). When you exit the field, the system formats the number based on the country and NID type selected.

Primary

Select this check box to indicate the primary national ID number to use for this individual. You must indicate a primary national ID.

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Contact Information

Address Type

Select the type of address to enter, view, or update. The system displays Home as the default address type and displays the data, if any, for that address type.

Edit Address

Click this link to access the Edit Address page, on which you can enter or edit address data for the address type selected. When you click OK on the Edit Address page, the data that you entered appears on the Biographical Details page when you return to the page.

Phone

Select a phone type and enter the individual's phone number for that type.

Email

Select an email type and the individual's email address for that type.

Visa/Permit Data

Click this link to access the Visa/Permit Data page, on which you can enter or update the individual's visa and permit data.

Citizenship

Click this link to access the Citizenship page, on which you can enter or update the individual's citizenship and passport data.

➤ **How to "Maintain Personal Identification Number"?**

Pre-Requisites:

The following pre-requisites must be fulfilled before dating citizenship information in the system.

- Person whose identification data have to be managed must exist in the system.

Execution Steps:

1. Login to system using your credentials
2. Go to page:Community> Personal Information> Add/Update a Person
3. On the "Find an Existing Value" tab, Enter "ID" and click "Search" to display the list of existing ID's. Click on a search result row to open the page.
4. Enter the following values on National ID Grid:
 - Country: Select the appropriate value from the list.
 - National ID Type: Select the appropriate value from the list.
 - National ID: Enter the person National ID.
5. Click "Save". This will update personal identification number information in the system.

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B. Maintaining Citizenship

Goto page: Campus Community > Personal Information > Identification> Citizenship> Citizenship and Passport.

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

*Country: ABW Aruba Citizenship Status: [Dropdown] + -

Passport Information Find | View All First 1 of 1 Last

*Passport Number: 123456 + -

Issue Date: [Date Picker] Expiration Date: [Date Picker]

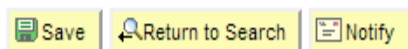
Country: ABW Aruba

State: [Text Field]

City: [Text Field]

Issuing Authority: [Text Field]

Comment: [Text Field]



Following are important terms that you should need to understand to fully utilized the system:

Country

Specify the country of the individual's citizenship.

Citizenship Status

Specify the status (for example, native, naturalized, or alien permanent) of this individual's citizenship in the specified country. These status values are from the Citizen Status Table page.

Passport Information

Passport Number Enter the number from the individual's official passport. Chapter 40 Managing Personal Identification Data

Issue Date

Enter the official issuance date that is stamped on the passport.

Expiration Date

Enter the official expiration date that is stamped on the passport.

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Country

Specify the country where the passport was issued. Additional location fields appear based on the country that you select, so that you can provide additional location details, such as city and state or province.

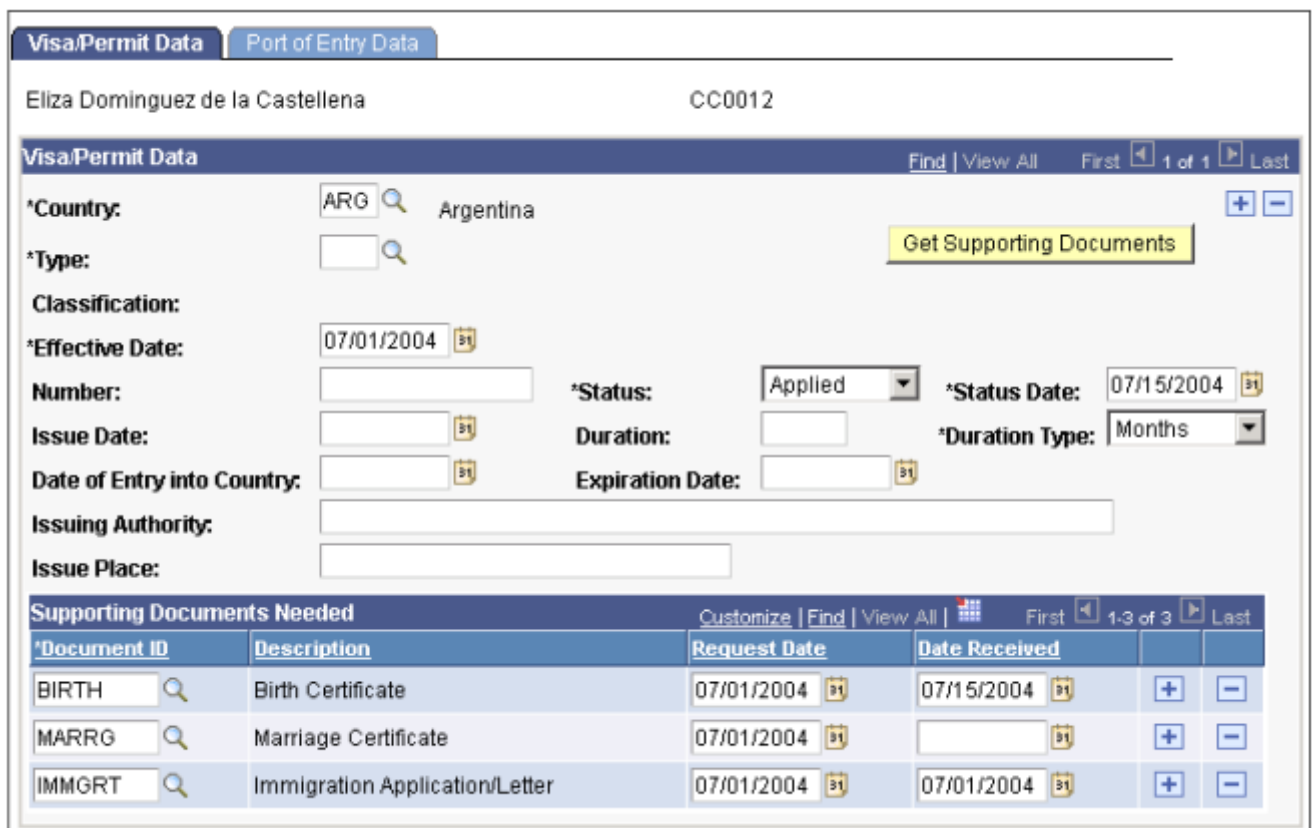
Authority

Enter the name of the agency or authority that issued the passport.

Comment

Enter comments to further describe the individual's citizenship, passport, or nature of the issuance of the passport.

Goto page: Campus Community > Personal Information> Identification>Citizenship>Visa Permit Data



Visa/Permit Data Port of Entry Data

Eliza Dominguez de la Castellena CC0012

Visa/Permit Data Find | View All First 1 of 1 Last

*Country: ARG Argentina + -

*Type: [] Get Supporting Documents

Classification:

*Effective Date: 07/01/2004 []

Number: [] *Status: Applied *Status Date: 07/15/2004 []

Issue Date: [] Duration: [] *Duration Type: Months

Date of Entry into Country: [] Expiration Date: []

Issuing Authority: []

Issue Place: []

Supporting Documents Needed Customize | Find | View All First 1-3 of 3 Last

*Document ID	Description	Request Date	Date Received		
BIRTH	Birth Certificate	07/01/2004 []	07/15/2004 []	+	-
MARRG	Marriage Certificate	07/01/2004 []	[]	+	-
IMMGR	Immigration Application/Letter	07/01/2004 []	07/01/2004 []	+	-

Country Specify the issuing country for the individual's visa or permit.

Type Select the type of visa or permit, from the Visa/Permit Table page. The available types are based on the country specified.

Classification Displays the classification based on the type of visa or permit selected.

Effective Date Enter the date on which the visa or permit is effective or the date on which the information should become effective in your database.

Number Enter the issuance number from the individual's official visa or permit.

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Status The status of the official visa or permit (for example Applied ,Granted, Renewal, or Renewed).

Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values could require substantial programming effort.

Status Date Enter the date of the status. The default status date is the system's current date. You can override this date.

Duration Specify the length of time during which the visa or permit is valid. Enter the number in the first field, and in the second field specify the period, such as days, months, terms, or years. Values for the second field are delivered with your system as translate values. You can modify these translate values.

Issue Date Enter the date of issuance from the individual's official visa or permit.

Date of Entry into Country Enter the official date on which the individual entered your institution's country.

Expiration Date Enter the date on which this individual's visa or permit expires. The system calculates the expiration date based on the specified duration and the date of entry into the country. You can override the system-calculated 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.

➤ How to "Maintain Citizenship"?

Pre-Requisites:

The following pre-requisites must be fulfilled before dating citizenship information in the system.

- Person whose identification data have to be managed must exist in the system.

Execution Steps:

Add/Update Citizenship Information (For Citizenship & Passport)

1. Login to system using your credentials
2. Go to page:Campus Community > Personal Information> Identification>Citizenship>Citizenship and Passport
3. On the "Find an Existing Value" tab, Enter "ID" and click "Search" to display the list of existing ID's. Click on a search result row to open the page.
4. Enter the following values:

Country: Select the appropriate value from the list.

Citizenship Status: Select the appropriate value from the list.

Passport Number: Enter the person passport number.

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Issue Date: Enter passport issue date.

Expiration Date: Enter passport expiration date.

5. Click "Save". This will update citizenship & passport information in the system.

For Visa/Permit Data

6. Go to page: Campus Community > Personal Information > Identification > Citizenship > Visa Permit Data

7. On the "Find an Existing Value" tab, Enter "ID" and click "Search" to display the list of existing ID's. Click on a search result row to open the page.

8. Enter the following values:

Country: Select the appropriate value from the list.

Type: Select the appropriate visa type from the list.

Effective date: Enter the effective date of that record.

Issue Date: Enter Visa issue date.

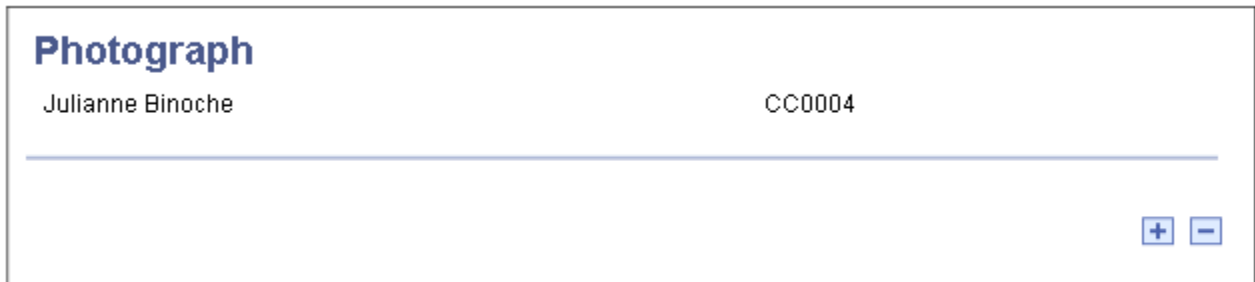
Status Date: Enter Visa expiration date.

Duration type: Enter Visa duration type.

9. Click "Save". This will update Visa information in the system.

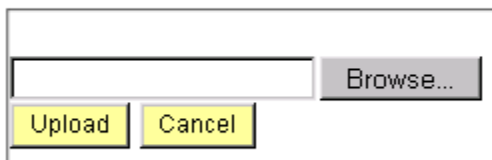
C. Upload Photo

Go to page: Campus Community > Personal Information > Identification > Photo



Photograph page

To insert an image, click the plus button to add a row on the Photo page. The following page appears.



Uploading a photo to the Photo page

Browse Button : Browse photo you want to upload.

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➤ How to "Upload Photo"?

Pre-Requisites:

The following pre-requisites must be fulfilled before uploading photo in the system.

- Person whose identification data have to be managed must exist in the system.

Execution Steps:

1. Login to system using your credentials
2. Go to page:Campus Community> Personal Information> Identification> Photo
3. On the "Find an Existing Value" tab, Enter "ID" and click "Search" to display the list of existing ID's. Click on a search result row to open the page.
4. Then "Click" on "+" sign. Click "Choose File" and select file from your directory in JPEG format.
5. Click "Upload" and then click "Save". This will upload Photo information in the system.