

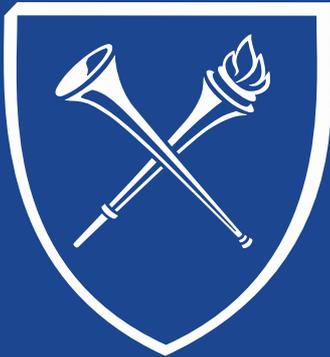
EMORY



OPUS Staff Training Manual

Student Demographic Data





Student Personal Information

The Student Personal Information folder is Located directly under the Academics folder in the Records Tab. The folder contents are grouped so that users may find related functions easily. Let's continue looking at the right side of the page and take a look at the Student Personal Information links.



Student Personal Information

[View Demographic Data](#)

[View Student Photo](#)

[View Student Names](#)

[View Student Addresses](#)

[View Email Addresses](#)

[View Student Phone Numbers](#)

[View Relationships to Student](#)

[View Emergency Contact](#)



View Demographic Data – Search Screen

The link *View Demographic Data* quickly takes the user to the Campus Community menu – Personal Information – Add/Update a Person. The Add/Update a Person link allows the user to view only access to student personal information.

A search page appears. Search by ID or Name and SEARCH. Be sure to “include history” to see all relevant records.

Favorites Main Menu > Campus Community > Personal Information > Add/Update a Person

Add/Update a Person

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

▼ Search Criteria

ID:	begins with ▼	0022365
Campus ID:	begins with ▼	
National ID:	begins with ▼	
Last Name:	begins with ▼	
First Name:	begins with ▼	

Include History
 Correct History

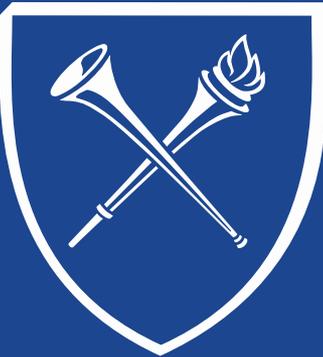
[Basic Search](#)



Add/Update a Person Component

The **Add/Update a Person** component has three pages: **Biographical Details**, **Addresses** and **Regional**. Each of these pages can be accessed by clicking on the tab at the top or by selecting the link at the bottom of the page.





Biographical Details Tab

This page has several sections of information about the student. Updating and links to additional data are restricted by the role of the user.

Student's Name & ID

Name Dooley, James Wayne	0022365
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Personal Information – Date of Birth and Campus ID (N/A)

Person Information			
Date of Birth:	01/12/1952	Birth Information	Campus ID: U1234

Biographical History

Biographical History				Find View All	First	1 of 64	Last
*Effective Date:	02/23/2013						
*Marital Status:	Married	As of:	09/01/2003				
*Gender:	Male						

National ID (SSN & ITIN)

National ID					Personalize Find	First	1-2 of 2	Last
*Country	*National ID Type	National ID	Primary					
USA	Individual Taxpayer Id #		<input type="checkbox"/>					
USA	Social Security Number		<input checked="" type="checkbox"/>					
Add								



Biographical Details *(continued)*

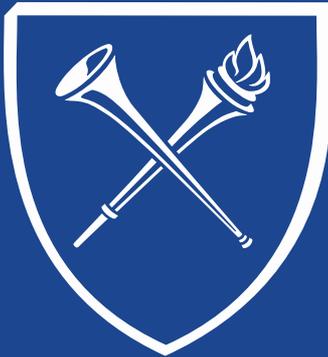
Updating and links to additional data are restricted by the role of the user.

Contact Information – Addresses, Phones, Emails

Contact Information

<div style="background-color: #4a7ebb; color: white; padding: 2px;">Addresses</div> <p style="font-size: small; margin: 0;">Find View All First 1 of 8 Last</p> <p>Address Type: Permanent Addresses</p> <p>Effective Date: 04/05/2015</p> <p>Status: Active</p> <p>Country: USA</p> <p>Address: 600 Melrose Ave Decatur, GA 30064</p>	<div style="background-color: #4a7ebb; color: white; padding: 2px;">Phone</div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>*Type</th> <th>*Phone</th> <th>Ext</th> <th>Country</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>404/727-9900</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td>-</td> </tr> <tr> <td>FAX</td> <td>404/555-4444</td> <td></td> <td>030</td> <td><input type="checkbox"/></td> <td>-</td> </tr> <tr> <td>Permanent</td> <td>404/377-9777</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>-</td> </tr> <tr> <td>Work</td> <td>404/727-2777</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>-</td> </tr> <tr> <td colspan="6" style="text-align: center;">Add</td> </tr> </tbody> </table> <div style="background-color: #4a7ebb; color: white; padding: 2px;">Email</div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Type</th> <th>Email Address</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Campus</td> <td>james.dooley@emory.edu</td> <td><input checked="" type="checkbox"/></td> <td>-</td> </tr> <tr> <td>Bill Payer</td> <td>jmtrpl@aol.com</td> <td><input type="checkbox"/></td> <td>-</td> </tr> <tr> <td>Home</td> <td>jmtrpl@aol.com</td> <td><input type="checkbox"/></td> <td>-</td> </tr> <tr> <td colspan="4" style="text-align: center;">Add</td> </tr> </tbody> </table> <p style="text-align: center; font-size: small; margin-top: 5px;"> Visa/Permit Data Citizenship </p>	*Type	*Phone	Ext	Country	Preferred		Mobile	404/727-9900			<input checked="" type="checkbox"/>	-	FAX	404/555-4444		030	<input type="checkbox"/>	-	Permanent	404/377-9777			<input type="checkbox"/>	-	Work	404/727-2777			<input type="checkbox"/>	-	Add						Type	Email Address	Preferred		Campus	james.dooley@emory.edu	<input checked="" type="checkbox"/>	-	Bill Payer	jmtrpl@aol.com	<input type="checkbox"/>	-	Home	jmtrpl@aol.com	<input type="checkbox"/>	-	Add			
*Type	*Phone	Ext	Country	Preferred																																																					
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Type	Email Address	Preferred																																																							
Campus	james.dooley@emory.edu	<input checked="" type="checkbox"/>	-																																																						
Bill Payer	jmtrpl@aol.com	<input type="checkbox"/>	-																																																						
Home	jmtrpl@aol.com	<input type="checkbox"/>	-																																																						
Add																																																									

Save Return to Search Previous in List Next in List Refresh Add Update/Display Include History Correct History



Addresses Tab

A student may have a multiple listing of addresses. The “permanent” address is the “home” address. “Dormitory” address is not considered “directory information” and release is restricted.

Addresses

Dooley, James Wayne 0022365

Current Addresses Personalize | Find | View All | 1-2 of 8 | Last

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Permanent	600 Melrose Ave Decatur, GA 30064	04/05/2015	Active	James Wayne Dooley	04/05/2015 7:20:29AM	Edit/View Address Detail
Local	700 Melrose Ave Decatur, GA 30030	04/04/2015	Active	James Wayne Dooley	04/04/2015 6:15:21PM	Edit/View Address Detail

Add Address

Effective Date: Status:

Country: United States

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

Add Address Types

- * Permanent
- * Local
- * Business
- * Dormitory
- * Preferred
- Diploma Address
- * Sevis Reporting Address
- Mail Services Center

* Active address exists
[Explain](#)



Regional Tab

The Regional Tab may contain self-identified data such as ethnicity and military history data. (Data is optional & may not be reported)

▼ USA

Ethnicity

Person is Hispanic or Latino If Yes, Select Ethnic Group

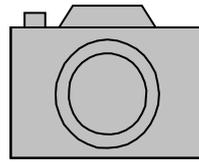
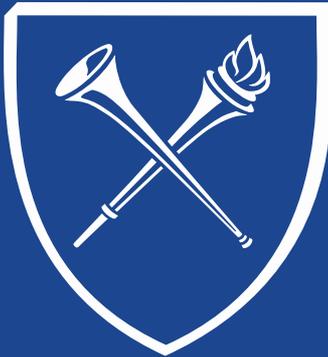
Personalize Find							First 1-4 of 4 Last
*Regulatory Region	*Ethnic Group	Description	Ethnic Category	Primary	IPEDS	Percentage	
USA <input type="text"/>	AFRAM <input type="text"/>	African American	Black	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="-"/>
USA <input type="text"/>	COLOMBIA <input type="text"/>	Colombian	Hispanic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="-"/>
USA <input type="text"/>	CUBAN <input type="text"/>	Cuban	Hispanic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="-"/>
USA <input type="text"/>	HISPA <input type="text"/>	Hispanic, Other	Hispanic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="-"/>

History Find | View All First 1 of 63 Last

*Effective Date:

Military Status:

Disabled
 Disabled Veteran
 VA Benefit



Student Personal Information View Student Photo

Clicking “View Student Photo” takes the user to a student’s photo. Enter identifying information on the SEARCH page and click SEARCH. The photo that appears is a student Emory Card photo. In some instances, photos may not be available. Unfortunately, this link only allows one student photo to be viewed at a time and is not printable.

The screenshot shows a web browser window with the following breadcrumb navigation: Favorites | Main Menu > Campus Community > Personal Information (Student) > Identification (Student) > Photo. The page title is "Photograph". Below the title, the student's name "Dooley, James Wayne" is displayed on the left and the ID number "0022365" is on the right. A horizontal line separates this information from the photo area. The photo shows a young boy in a red and white striped shirt sitting at a desk with a computer monitor. To the right of the photo are two small icons: a plus sign in a dashed box and a minus sign in a solid box. At the bottom of the page, there are four buttons: "Save", "Return to Search", "Previous in List", and "Next in List".



View Relationships to Student

Clicking "View Relationships " takes the user to parent, guardian, or sibling information that has been provided by the student. Enter identifying information on the SEARCH page and click SEARCH. *Be sure to click "include history" on the search screen to see all relevant data.

Favorites | Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Relationships > Relationships

Relationships | Relationship Address | Relationship Detail

Dooley, James Wayne 0022365

Relationship Find | View All First 1 of 7 Last

*Effective Date: 01/12/2009 *Status: Active

Related ID: *Relationship: Parent

*Name: Dooley III, James Thomas

Prefix: Maj Suffix:

Sex: Female Marital Status: *Guardian: Parent

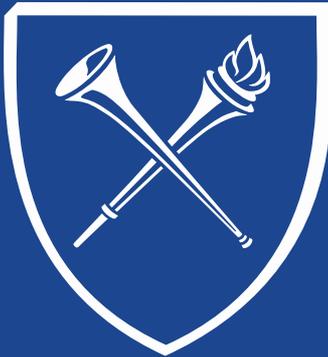
NID Country: USA NID Type: PR National ID:

Salutation: Maj. & Mrs. Relationship Nbr: 1 Same Address as Relationship 4

Comment:

Legacy | Communication Recipients | Joint Communication Management

Save | Return to Search | Previous in List | Next in List | Add | Update/Display | Include History | Correct History



View Emergency Contacts

This final link in the Student Personal Information folder provides the user with valuable student information in an emergency.

- Who should you contact
- How to reach the contact

Favorites | Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Emergency Contacts

Emergency Contact Information | Emergency Contact Other Phones

Dooley, James Wayne 0022365

Emergency Contact Find | View All First 1 of 4 Last

*Contact Name: Barb Ballisty

*Relationship: Oth Relat Primary Contact

Same Address as Individual Address Type: MAIL

Same Phone as Individual Phone Type: CELL

Individual's Current Address

Country: USA United States

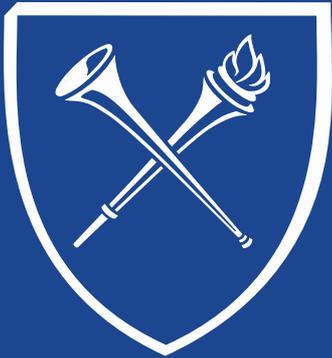
Address: 700 Melrose Ave
Decatur, GA 30030

Individual's Phone

Phone	Phone Extension	Country
404727-9900		

Save Return to Search Previous in List Next in List

EMORY



If you have questions about any of the materials covered in this document, please contact the Training Coordinator in the Office of the Registrar at registr@emory.edu. Thank you.

