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.
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.
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.

![Add/Update a Person Component](image)
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  
ID: 0022365

Personal Information – Date of Birth and Campus ID (N/A)

Date of Birth: 01/12/1962  
Campus ID: U1234

Biographical History

*Effective Date: 02/23/2013  
*Marital Status: Married  
*Gender: Male

National ID (SSN & ITIN)

Country: USA  
National ID Type: Individual Taxpayer ID #  
National ID: [Field]  
Primary: [Field]
Updating and links to additional data are restricted by the role of the user.

Contact Information – Addresses, Phones, Emails
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.
The Regional Tab may contain self-identified data such as ethnicity and military history data. (Data is optional & may not be reported)
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.
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.
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
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.