

INFINITE CAMPUS My Data Documentation

My Demographics

PATH: Census > My Data > My Demographics

The My Data Demographics tab allows staff members to request updates to demographic data - name changes, correct birth dates, etc. Users can view and manage their information and submit a change request to update the existing information. Requests will be reviewed by the System Administrator and approved or denied as needed.

Please note that the name on your social security card is your legal name. Your name in Infinite Campus must match your social security card. If you have recently married or changed your name, you must have your social security card updated first and then provide a copy to Human Resources and/or Payroll in order to update your demographic records.

My Demographics | My Assignments | My Employment | My Credentials | My Household/Address | My Requests

Request Demographic Update

Person Information
Read Only (Create an update request to change data)
PersonID: 68489

*Last Name: Fowler | *First Name: Arlene | Middle Name: J. | Suffix: [v]
*Gender: Female | Birth Date (Age: 11): xxx-xx-xxxx | Soc Sec Number: xxx-xx-xxxx

Race/Ethnicity (Edit)
State Race/Ethnicity: [v] | Federal Designation: No Data | Race(s): [v] | Hispanic/Latino: N:No | Race/Ethnicity Determination: [v]

Birth Country: US: United States of America [v]
Date Entered US: [v] | Date Entered US School: [v]

Birth Verification: [v]

Nickname: [v]

Birth Place: 2310: United States [v]

Previous StudentID: [v]

Person Identifiers
Local Student Number: [v] | Generate Number
Student State ID: [v]
Local Staff Number: xxxxxx | Staff State ID: [v]
Person GUID: ABCDEFGHIJKLMN0P1234567890

Personal Contact Information

Field	Private
Other Phone: () - - x	<input type="checkbox"/>
Work Phone: (706) 812-7900 x 116	<input type="checkbox"/>
Cell Phone: (706) 302-xxxx x	<input type="checkbox"/>
Pager: () - - x	<input type="checkbox"/>
Email: fowleraj@troup.org	<input type="checkbox"/>

Image 1: My Demographics

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Requesting Demographic Modifications for a Correction

1. Select the **Request Demographic Update** icon. A new Demographics screen will appear.
2. Enter a **Brief Description** for this modification. This is not a required field, but entering a description helps to organize requests when viewing them on the My Request tab and when System Administrators determine the approval or denial action.
3. Select the **Update Type** for this request. If adding or correcting information, select the first radio button - **I am adding or correcting my information**. If your legal name has changed, select the second radio button - **My legal name has changed**. Be sure to send a copy of your new social security card with the legal name change to the Central Office.
4. Enter the modified information. **First Name**, **Last Name**, and **Gender** are the only required fields.
5. Click the **Save Request** icon when finished.

An entry will be added to the **My Requests** tab, noting changes were requested on a particular date. A system administrator will review the changes and accept or deny as necessary. A message indicating a request has been approved or denied is sent via the **Process Inbox**. The user may select this link and the **My Requests** tab will display.

The screenshot shows the 'Request Demographic Update' form. At the top, there are navigation tabs: 'My Demographics', 'My Assignments', 'My Employment', 'My Credentials', 'My Household/Address', and 'My Requests'. Below the tabs, there is a 'Request Demographic Update' button. The main form area is titled 'Person Information' and contains a 'Read Only (Create an update request to change data)' section. This section includes fields for 'PersonID' (1), 'Last Name' (Administrator1), 'First Name' (System1), 'Middle Name', 'Suffix', 'Gender' (Male), 'Birth Date', and 'Sec Sec Number'. There is also a 'Race/Ethnicity (Edit)' section with fields for 'State Race/Ethnicity', 'Federal Designation', 'Race(s)', 'Hispanic/Latino', and 'Race/Ethnicity Determination'. A 'Birth Country' dropdown menu is also visible.

Image 2: My Data Demographics - Request Update

The screenshot shows the 'Save Request' form. At the top, there are navigation tabs: 'My Demographics', 'My Assignments', 'My Employment', 'My Credentials', 'My Household/Address', and 'My Requests'. Below the tabs, there is a 'Save Request' button. The main form area is titled 'Demographic - New Record Request' and contains a 'Brief Description' field with the value 'Last Name Change' and a 'Status' field. Below this, there is an 'Update Type' section with two radio buttons: 'I am adding or correcting my information.' (which is selected) and 'My legal name has changed.'. Below the 'Update Type' section, there is a 'Person Information' section with fields for 'PersonID' (1), 'Last Name' (Administrator1), 'First Name' (System1), 'Middle Name', 'Suffix', 'Gender' (Male), 'Birth Date', and 'Sec Sec Number'. There is also a 'Race/Ethnicity (Edit)' section with fields for 'State Race/Ethnicity', 'Federal Designation', and 'Race(s)'. A 'Birth Country' dropdown menu is also visible.

Image 3 - My Data Demographics - Data Modification

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My Household Address

PATH: Census > My Data > My Household/Address

Modifications to the Household/Address tab relate to modifications to address and phone number information. Address information is referred to as Location information. Historical address information will not be listed, only current addresses.

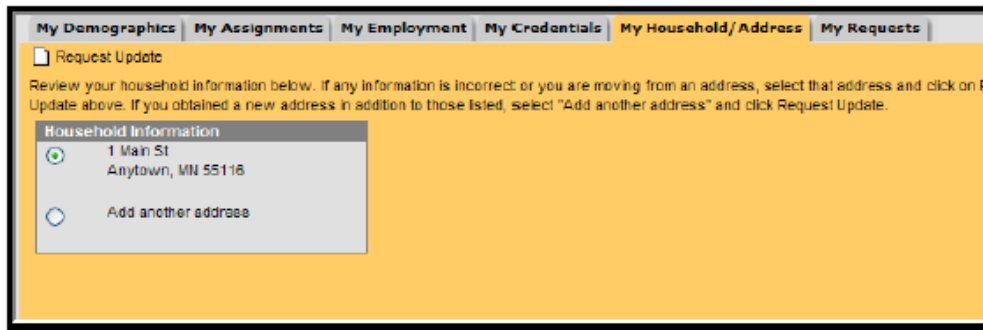


Image 1: My Household/Address

Users can request a new household/address when moving to ensure the school's information is accurate or modify an existing address if the information is incorrect. In Census, a person can have more than one address (e.g., a P.O. Box address for mailing and a street address for location information). Because of this, all existing current addresses will be listed for the household on this tab.

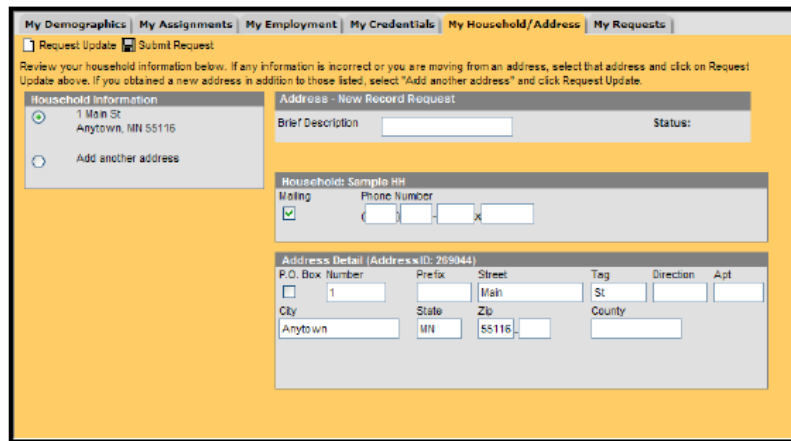


Image 2: My Household/Address Editor

When requesting an update to an address, there are two sections that may be modified:

- **Household** - This is the indication that this address receives mailings and also contains the household phone number.
- **Address Detail** - This is the display of the address fields.

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There are two reasons an address should be changed - the address or household information is incorrect or the person has moved. Requesting address update information requires the selection of one of these options.

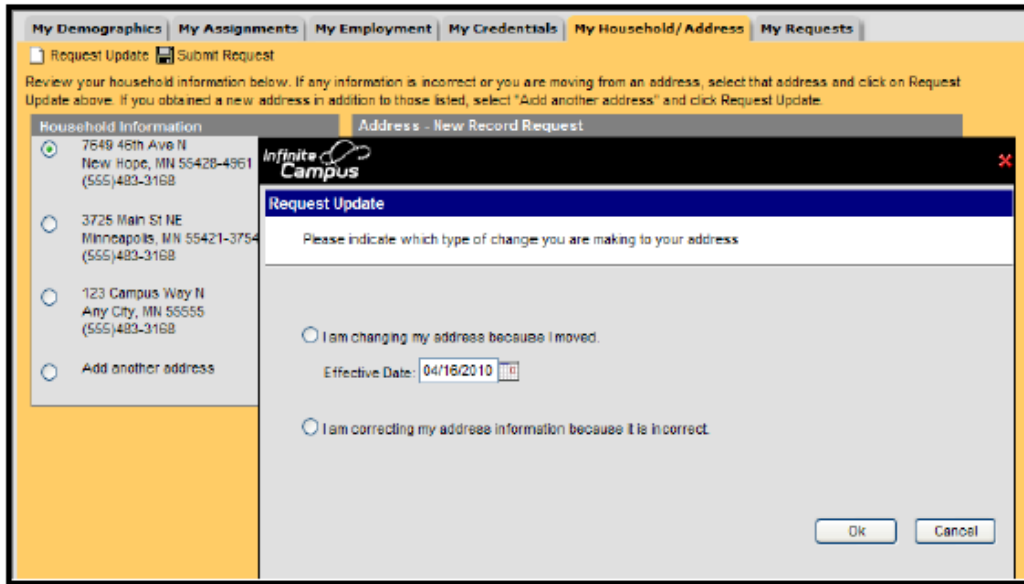


Image 3: Request Update - Address Modification Reason

Requesting a Household/Address Update due to a Move

1. Select the radio button next to the address from which the user is moving in the **Household Information** editor.
2. Select the **Request Update** icon. An **Address - New Record Request** editor will appear.
3. Enter a **Brief Description** for this request.
4. Modify the information in the **Household** section as needed.
5. Modify the information in the **Address Detail** section as needed.
6. Select the **Submit Request Icon** when finished. A **Request Update** window will display, asking the user to select why the address is being modified.
7. Select the **I am changing my address because I moved** option.
8. Enter an **Effective Date** for the new address. This indicates when the person will be living at the new location. The prior address will be ended the day before the entered date.
9. Click the **OK** button on the **Request Update** window. If there are similar addresses in Campus, an **Address Search** screen window will appear.
 - If the new address is in the list, select it and click **Select Address**.
 - If the new address is not listed, click **Continue** and a request will be submitted with the information entered.
10. Review the address in the Search Results. If it is correct, select the **Select Address** button. If it is incorrect, click the **Continue** button.

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If the address cannot be validated, a message will appear, explaining why the address could not be validated. When this occurs, click the **OK** button. The address request cannot be completed until a system administrator adds the desired address to the database.

A request is then submitted and an entry will be added to the **My Requests** tab, noting changes were requested on a particular date. A system administrator will review the changes and accept or deny as necessary. A message indicating a request has been approved or denied is sent via the **Process Inbox**. The user may select this link to view the request on the **My Requests** tab.

Requesting a Household/Address Update due to Incorrect Information

1. Select the appropriate radio button next to the desired address for which to request an update in the **Household Information** editor.
2. Select the **Request Update** icon. An **Address - New Record Request** editor will appear.
3. Enter a **Brief Description** for this request.
4. Modify the information in the **Household** section as needed.
5. Modify the information in the **Address Detail** section as needed.
6. Select the **Submit Request Icon** when finished. A **Request Update** window will display, asking the user to select why the address is being modified.
7. Select the **I am correcting my address information because it is incorrect** option.
8. Click the **OK** button on the **Request Update** window. If the address is included in the national database of addresses, the request will be accepted.

If the address cannot be validated, a message will appear, explaining why the address could not be validated. When this occurs, click the **OK** button. The address request cannot be completed. The system administrator will have to add/correct the address in Infinite Campus before the address is recognized by the national database of addresses.

Adding a New Address

1. Select the **Add another address** radio button from the **Household Information** editor. A warning message will appear, indicating the total number of addresses the user currently has. (See Image 4).

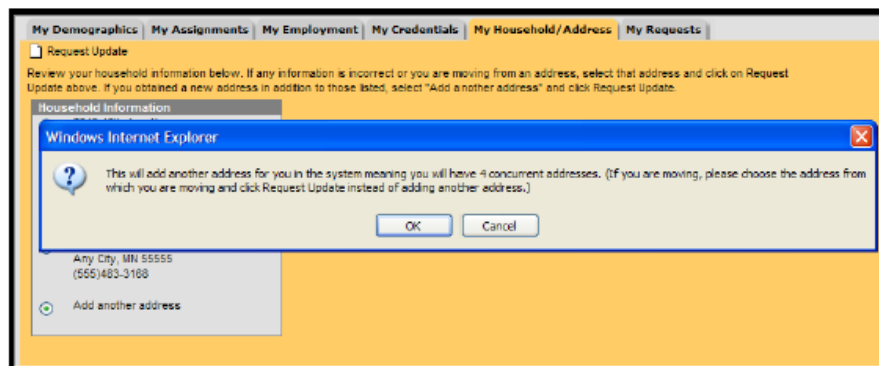


Image 4: Add another address Option

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2. If another address is needed, click the **OK** button. An **Address - Update Record Request** editor will appear.
3. Enter a **Brief Description** for this request.
4. Modify the information in the **Household** section as needed.
5. Modify the information in the **Address Detail** section as needed.
6. Select the **Submit Request** icon.
7. Click the **OK** button on the **Request Update** window. If the address is included in the national database of addresses, the request will be accepted.
8. If the address cannot be validated, a message will appear, explaining why the address could not be validated. When this occurs, click the **OK** button. The address request cannot be completed until a system administrator adds the desired address to the database.
9. If there are similar addresses in Campus, an **Address Search** window will appear. If the desired address is in the list, select it and click **Select Address** and a request will be submitted with that address. If the address is not listed, click **Continue** and the request will be submitted with the information entered.

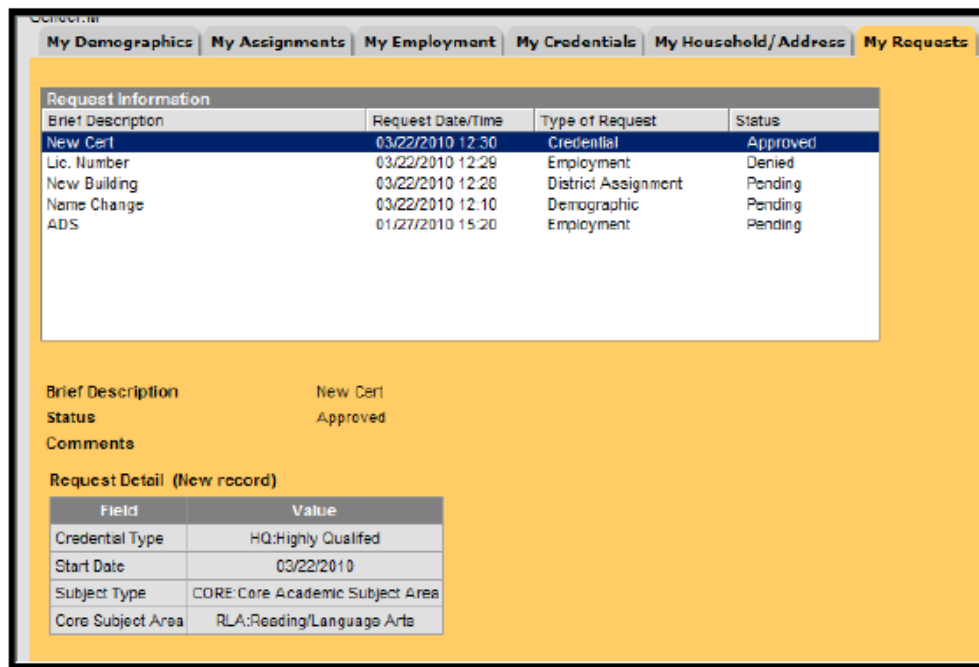
An entry will be added to the **My Request** tab, noting changes were requested on a particular date. A system administrator will review the changes and accept or deny as necessary. A message indicating a request has been approved or denied is sent via the **Process Inbox**. The user may select this link to view the request on the **My Requests** tab.

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My Requests

PATH: Census > My Data > My Requests

The **My Requests** tab lists all **My Data Requests** the user has entered using the **Census > My Data** tool. Users can review the status of their requests here. They will appear as Approved, Denied or Pending. A pending request can only be deleted and not modified.



Request Information			
Brief Description	Request Date/Time	Type of Request	Status
New Cert	03/22/2010 12:30	Credential	Approved
Lic. Number	03/22/2010 12:29	Employment	Denied
New Building	03/22/2010 12:28	District Assignment	Pending
Name Change	03/22/2010 12:10	Demographic	Pending
ADS	01/27/2010 15:20	Employment	Pending

Brief Description	New Cert
Status	Approved
Comments	

Request Detail (New record)	
Field	Value
Credential Type	HQ:Highly Qualified
Start Date	03/22/2010
Subject Type	CORE:Core Academic Subject Area
Core Subject Area	RLA:Reading/Language Arts

Image 1: My Requests

Requests appear in the **Request Information** list with the most recent request appearing first. A time and date stamp, the type of request and the status of that request is also displayed. A user can select any request in the table, which will display the **Request Detail** below summarizing the request. This is a read-only table. When a non-processed request is selected (pending), a **Delete Request** icon will appear and can be chosen if the user wishes to change the detail of that request. If a pending request is deleted, the user will need to resubmit the request with the appropriate information.