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## Personal Tab - IDs

## **PURPOSE**

The purpose of this job aid is to view and edit IDs found in the Personal Tab.

## Search for Student.

In Seahawk Student, use **BC Find Student Applicant Type** or **Find Student Prospect** to find the person, and then continue with this job aid.

## PROCEDURE

	Click on the Actions button						
	Q sammy seahawk				Ç		
	Seahawk, Sammy  Student   Broward College   Associate   2016 Spring	Student Recruitment		Student Application			
	Session 1 (01/11/2016-05/08/2016)	Student Recruitment	Sammy Seahawk	Student Application	Seahawk, Sammy (applying for: Business Administration)		
	Actions	Active	Yes	Student ID	S13018437		
	8 🖂	Stage	Student	Academic Unit	Broward College		
	Phone Email	Academic Level Asso	ciate	Primary Program of Study	Business Administration		
Step 1		Academic Unit Brow	ard College	Anticipated Start	2016 Spring Session 1 (01/11/2016- 05/08/2016)		
		Anticipated Start	2017 Summer Session 1 (05/15/2017-		1990. 		
		Educational Interest	Business				
			Business Administration				
	Contact	Contact Personal Curve Contact Curve Contact	Education				
	Personal		Anderson, Donald Lewis Godard, Wendy J				
	🖯 Education		Haddad, Giannela				
			Lippett, Tron				
	History		Sarbey, lisa Thomas, Gregory Antony				
		Regions	Central				



	Click on Personal Data and Select Edit ID information								
Step 2	Actions       Phor     Action Items       Summa     Admissions       Recruit     Business Process       Applicate     Education		Change Home Contact Information Change Work Contact Information View Contact Information						
			Edit Personal In	formation					
			View Personal Information Maintain Names						
			Edit ID Informat	ion					
			Edit Passports and Visas						
	Contac	Engagement >	Edit Licenses	LID					
	erson Note >		Change Institutional Contact Information		nation				
	listory	Residency >	Q						
	Review the information. Click Edit to update or change the information already in the system, unless it's an SSN. All SSN changes must be done in CID, not Seahawk Student								
	Q sammy sea	hawk					L?	122	
	Edit IDs Seahawk, Sammy (com								
	National IDs 2 items							.⊒ ⊡ 1	
Step 3	+ *Country	"National ID Type	Current ID Add/Edi	ID Iss	ued Date	Expiration Date	Issued By		
	United States of Ame	rica Social Security Number (SSN)	900-13-9126						
	United States of America Social Security Number (SSN) 900-17-5084							F	
	Additional Government IDs Passports Visas Licenses Other IDs								
	Additional Government IDs 1 ite	m						≂ 🗆 ⊾¹	
	(+) *Country	*Government ID Type	Identification #	Issued Date	Expiration Date	Set <b>(?</b> Verificatii To Currer User	ication Date	Veri	
	United States of An	Nerica Voter Registration Card for Residency Proxy	bc123	01/25/2007		03/	20/2018	Ali â	



	lata Naw Taha								
	Note New Tabs:								
	Additional Government IDs								
	Passports								
	Visas Licenses Other IDs								
	EGIT IDS Seahawk, Sammy received								
	National IDs 2 times								
	Country     'National ID Type     Current ID     Add/Edit ID     Issued Date     Expiration Date     Issued Dy								
	United States of America Social Security Number (SSN) 900-13-9126								
	United States of America     Social Security Number (55N) 900-17-5884								
	Additional dovernment tos Passports visas Ligenses Other tos								
	Country     C								
	10 Umer Uter								
	Onced states of America     Poler     Pol								
	lick the <b>Edit</b> button to add items below								
	<ul> <li>National IDs – DO NOT ADD/EDIT THIS FIELD</li> </ul>								
Step 4	or the following IDs, click Preferred Country and Select United States of America								
	- Additional Government IDs								
	Permanent Resident Card or Alien Registration Receipt Card (Form I-								
	551)								
	<ul> <li>Voter's Registration Card</li> </ul>								
	<ul> <li>Votor's Registration Card for Residency Provy</li> </ul>								
	- Passports								
	<ul> <li>Visas (Only use Visa IDs that include the description)</li> </ul>								
	- Licenses								
	<ul> <li>License ID Type (choose based on the documentation provided)</li> </ul>								
	<ul> <li>Driver's License</li> </ul>								
	Driver's License for Residency Proxy (this is the student's prox								
	– narents etc.)								
	<ul> <li>Vehicle Registration</li> </ul>								
	<ul> <li>Venicie Registration</li> <li>Vehicle Devictor for De</li></ul>								
	• venicle Registration for Residency Proxy (this is the student's								
	proxy – parents, etc.)								
	<ul> <li>Issued by Country/Region – type the name of the issuing State</li> </ul>								



	Issued by Country / Issued by Country Region / Issued by Authority
	Issued by Country
	O Issued by Country Region ∷≡
	Sume of the second sec
	None of the above
<ul> <li>Other IDs (<u>Do not u</u></li> <li>BCID – stud</li> <li>Employee IE</li> <li>Florida ID</li> <li>SSN</li> </ul>	<b>use or edit these fields</b> . <b>)</b> lent ID D

