

Personal Tab - IDs

PURPOSE

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

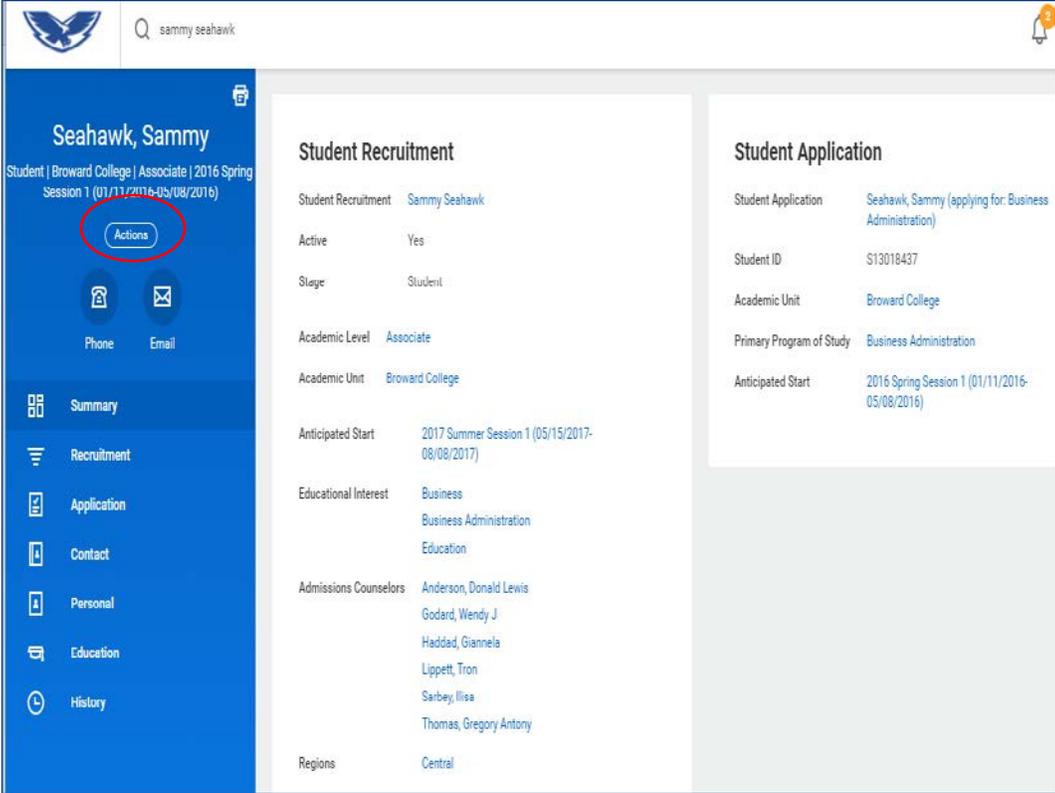
Search for Student.

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

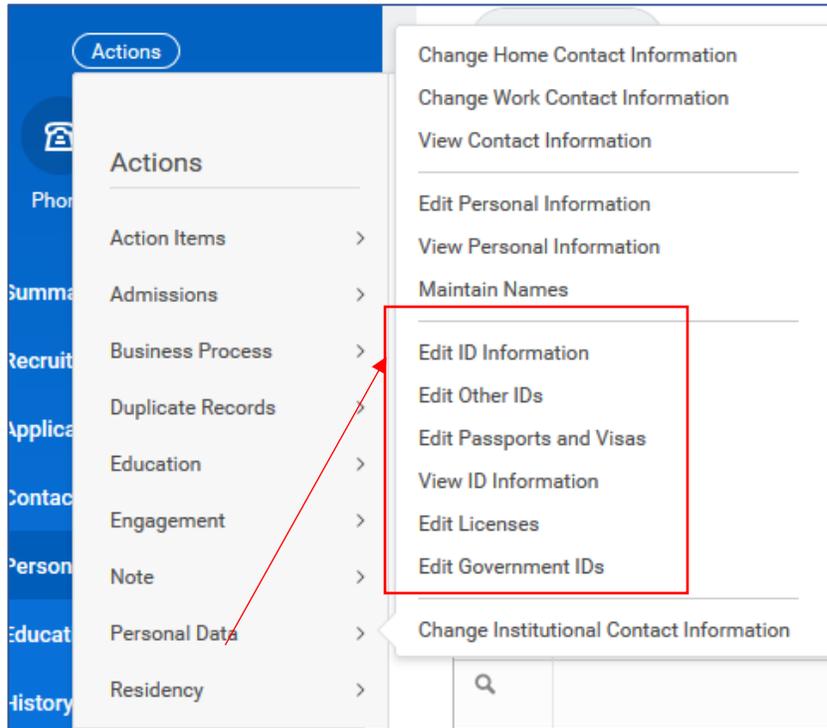
Step 1



The screenshot displays the Workday interface for a student named Sammy Seahawk. On the left is a blue navigation sidebar with a search bar at the top containing 'sammy seahawk'. Below the search bar is the student's name 'Seahawk, Sammy' and their details: 'Student | Broward College | Associate | 2016 Spring Session 1 (01/11/2016-05/08/2016)'. A red circle highlights the 'Actions' button in the sidebar. Below this are icons for 'Phone' and 'Email', and a list of menu items: 'Summary', 'Recruitment', 'Application', 'Contact', 'Personal', 'Education', and 'History'. The main content area is divided into two columns. The left column is titled 'Student Recruitment' and lists details for 'Sammy Seahawk', including 'Active: Yes', 'Stage: Student', 'Academic Level: Associate', 'Academic Unit: Broward College', 'Anticipated Start: 2017 Summer Session 1 (05/15/2017-08/08/2017)', 'Educational Interest: Business, Business Administration, Education', 'Admissions Counselors: Anderson, Donald Lewis; Godard, Wendy J; Haddad, Giannela; Lippett, Tron; Sarbey, lisa; Thomas, Gregory Antony', and 'Regions: Central'. The right column is titled 'Student Application' and lists details for 'Seahawk, Sammy (applying for: Business Administration)', including 'Student ID: S13018437', 'Academic Unit: Broward College', 'Primary Program of Study: Business Administration', and 'Anticipated Start: 2016 Spring Session 1 (01/11/2016-05/08/2016)'.

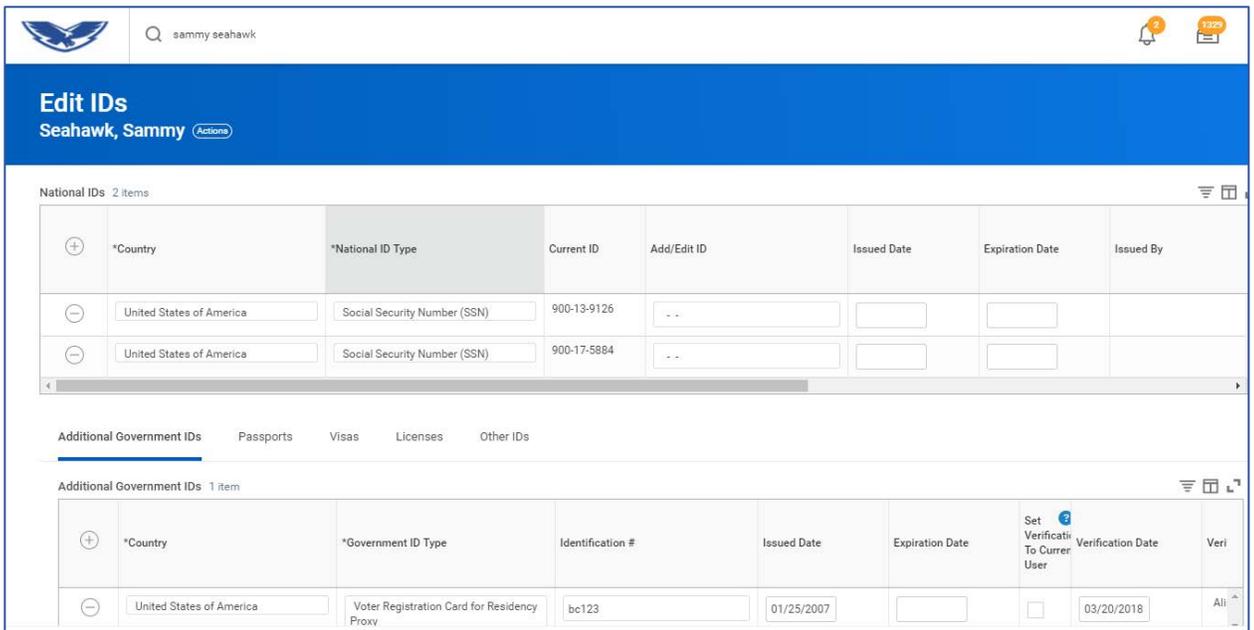
Step 2

Click on **Personal Data** and Select **Edit ID information**



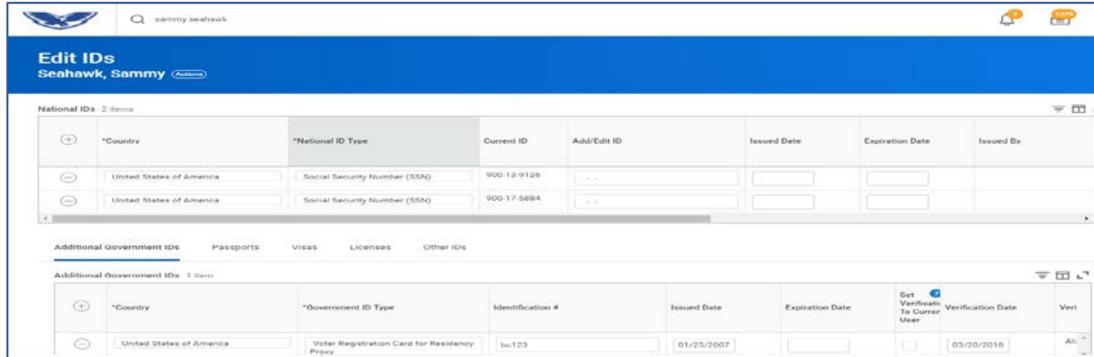
Step 3

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.



Note New Tabs:

- Additional Government IDs
- Passports
- Visas
- Licenses
- Other IDs



Click the **Edit** button to add items below

Step 4

- **National IDs – DO NOT ADD/EDIT THIS FIELD**
- For 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)
 - Voter’s Registration Card
 - Voter’s Registration Card for Residency Proxy
 - Etc.
- **Passports**
- **Visas (Only use Visa IDs that include the description)**
- **Licenses**
 - License ID Type (choose based on the documentation provided)
 - Driver’s License
 - Driver’s License for Residency Proxy (this is the student’s proxy – parents, etc.)
 - Vehicle Registration
 - Vehicle Registration for Residency Proxy (this is the student’s proxy – parents, etc.)
 - Issued by Country/Region – type the name of the issuing State

Issued by Country / Issued by Country Region /
Issued by Authority

Issued by Country

Issued by Country Region

Issued by Authority

None of the above

- **Other IDs (Do not use or edit these fields.)**

- BCID – student ID
- Employee ID
- Florida ID
- SSN