



MOTT COMMUNITY COLLEGE

JOB AID



Entering A Person

NAE

Table of Contents

[Screen Overview](#), page 2

[Summary Steps and Information](#), page 3

[Screen Shortcuts and Guide Overview](#), page 4

[Step-by-Step Instructions](#), page 5+

NAE-Name and Address Entry

Samples Jr., Mr. Student ID: 0340639 Home: 810-232-1122
5252 Yale St Flint MI 48503

3. Prefix Mr. Person ID [Pre-filled]

4. Name LFM Samples Student

5. Suffix Jr.

6. Address 1 5252 Yale St

7. CSZ/Cnty Flint MI 48503 G Genesee

7. Res Cnty/State G Genesee MI Michigan

9. Country [Pre-filled]

9. Phone/Ext/Ty 1 810-232-1122 ext 15 Source 1 HOME Home Phone

10. Origin/Date CNT Contact 10/27/06

11. S.S.N 326-26-3263

11. Birth Date 01/02/1920

12. Ethnic/Gender B Black, Non-Hispanic

13. Address Change Source [Pre-filled]

14. Mail Codes 1 [Pre-filled]

14. Date [Pre-filled]

14. By [Pre-filled]

15. E-Mail Adr 1 WWW martygoldstein@gmail.com

16. Pref Name Mr. Student Samples, Jr.

17. Mail Name 1 Mr. Student Samples, Jr.

18. Other LFM 1 Sample Student

19. [Pre-filled]

Required Field

Pre-Filled Field

All Fields Marked in Red MUST be filled in.

Field Not Used

Procedure Information:

Title: Entering A Name

Mnemonic: NAE

File Name: JA_NAE_Draft.ppt

Application: APPS-ST-DM-PSL-NAE

Primary Dept: Admissions, Human Resources

Effective Date: July 10, 2006

Revision Date: July 18, 2006 Rev # 1

Purpose:

Use the Name (NAE) screen to create new students and employee records. The information that is compiled from data from this screen is very valuable to the college. When ever you can update and verify this information, please take the time to ensure that good data is entered into this screen. If for instance, you see that a student/employee is missing their gender or ethnicity please take the time to enter/update their information.

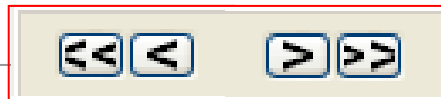
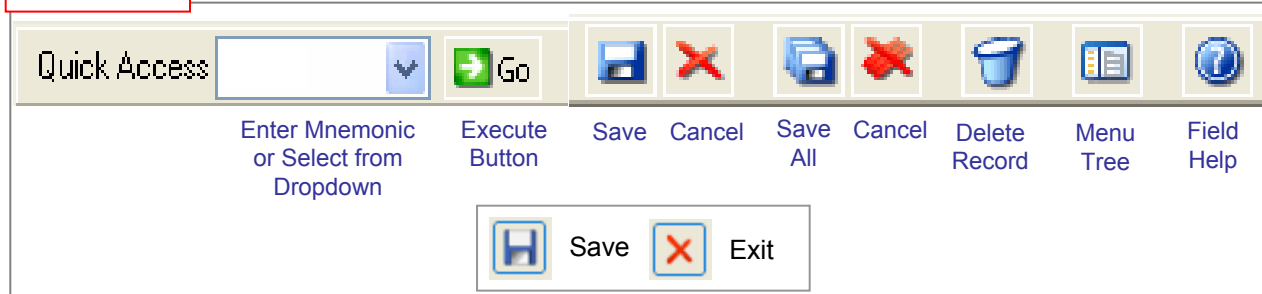
Summary Steps

1. Login to **Datatel**. Click **APP**, then Click **ST**. Type "**NAE**", click **GO**.
2. **Person Lookup**, take the time to make sure that the person does not already exist in Datatel.
3. **Name LFM** – enter the Last Name, First Name and Middle Name of the new person that you are entering. Place your cursor in the Prefix field and select the appropriate **Prefix** - Mr., Ms., Mrs., Dr. etc.
4. **Suffix** – Enter the Jr., Sr. or MD.
5. **Address** – enter their current address.
6. **CSZ/Cnty** enter the Zip first, and the City State, Zip and County will prefill.
7. **Res/Cnty/State** – enter the residence County the person lives in.
8. **Source** – Person Type Source
9. **Phone/Ext/Ty** – enter the person's phone number, also enter the Ty – type field.
10. **Origin/Date** – enter how and when the person was entered into Datatel.
11. **S.S.N** – Enter the Social Security Number.
12. **Birth Date** – Enter the birth date using the MM-DD-YYYY format. Double Check the Year.
13. **Source** – Returned Mail
14. **Ethnic/Gender** – Enter the person's Ethnicity and Gender.
15. **Mail Codes** – Enter the mail code that is appropriate for the person.
16. **E-Mail Adr** – enter the Mott e-mail and other emails for the person.
17. **Pref Name** – Enter the Preferred Name if it is different than their Name LFM.
18. **Mail Name** – Enter the Mail Name that the person wants any correspondence sent to.
19. **Other LFM** – This field will summarize any changes that the person has had.

Using the Guide

1. Actions are **Bold**.
2. Data to enter is ***"Italic"***.
 - Notes are bulleted.
 - Field Codes
3. Field Names are underlined.
4. Click means use the mouse.
5. Enter means use the keyboard.
6. Press means use the keyboard.

Task Bar



First Record Previous Record Next Record Last Record



Course Levels 100 Beginning L

DROP DOWN LIST – Click **Icon**, Click **item** on the list.

100	Beginning Level
200	Advanced Level
CE	Continuing Ed
DEV	Developmental



Course Levels 100 Beginning L

SCROLL – Indicates more than one selection is allowed. Click **Arrows** to scroll up or down. This example shows #1 is level 100.



CALENDAR – Click **Icon**. Click **Arrows** to scroll to month and year. Click **Date**. Or type the date **MMDDYY-072106**.



CALCULATOR – Click **Icon**. Click or press calculator **keys**. Click **Enter**. Or just type number into field.



Status

A Active

DETAILS – Click **Icon** to open a new window to display or record more details for the field. When done, click **Save**.

Original Function Keys

Shift >	Process Help	Function Help	Window Insert	Window Page Jump	Window Back	Field Back	Element Back	Cancel	Exit	Refresh	Clear EOL	Screen Back
	Field Help	Detail	Window Jump	Field Jump	Window FWD	Field FWD	Element FWD	Direct Access	Finish	Update	Screen Jump	Screen FWD
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12

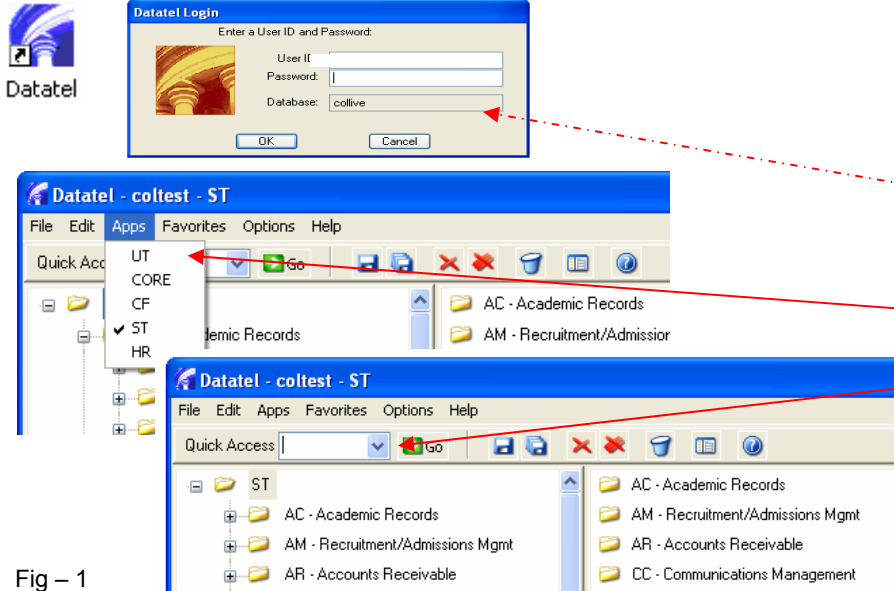


Fig – 1

Step 1: Login to Datatel

1. **Double Click** on the **Datatel Icon**.
2. Enter your **“User ID”** and **“Password”**
 - Database should be [collive]
3. Click **OK**.
4. At the Datatel Menu Bar, Click on **Apps**
5. Click **ST**
6. In the Quick Access area, enter **“NAE”**
7. Click **Go**

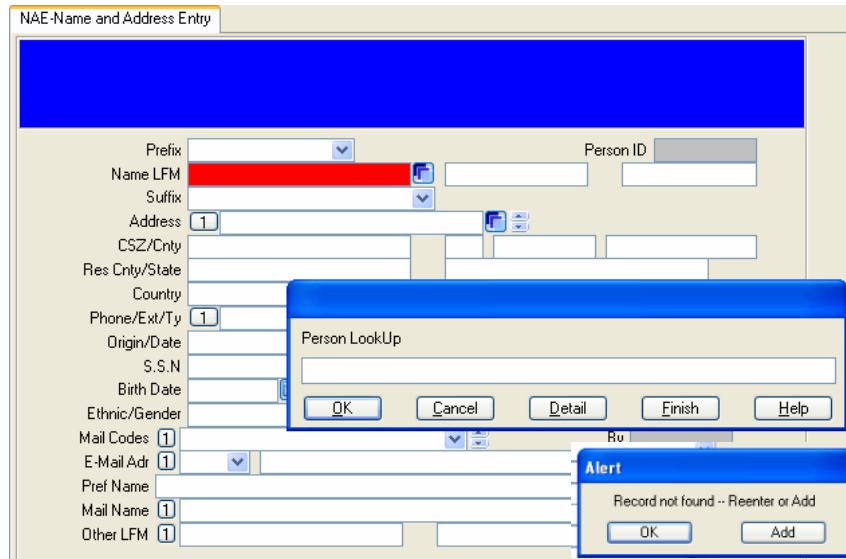


Fig – 2

Step 2: Person Lookup

1. The **Person LookUp** allows you to make sure that the person you are entering doesn't already exist.
 - Check first for the Datatel ID number (encourage them to remember it).
 - Then for the Check by Soc. Sec. #.
 - Or You can search by their First and Last Name.
2. If the person does not exist in Datatel, you can type in the person's first and last name, and you get the Alert, then go ahead and Add the record. The other options is to look them up by the Last name, since the person may have used an abbreviated name.

Fig – 3

Fig – 4

Step 3: Name LFM

1. It is recommended that you go back to the **Prefix** dropdown box and fill in the Prefix of Mr., Mrs., Ms. Etc.
2. The person **Name LFM**; Last Name, First Name and **Middle Name** will prefill based on what you enter in the original search screen.
3. The **Person Id** will be automatically assigned to the person, this will be know as their **DATATEL ID**.

Step 4: Suffix

1. Type or select from the dropdown the appropriate **Suffix**, i.e. Jr. Sr. or Md.

NAE Name and Address Entry

Sample Jr., Mr. Student ID: 0332257

Prefix: Mr. Person ID: 0332257

Name LFM: Sample Student

Suffix: Jr.

Address: 5252 Yale St

CSZ/Cnty: 48503

Res Cnty/State:

Country:

Phone/Ext/Ty:

Origin/Date:

S.S.N:

Birth Date:

Ethnic/Gender: M

Mail Codes:

E-Mail Adr:

Pref Name: Mr. Student Sample, Jr.

Mail Name: Mr. Student Sample, Jr.

Other LFM:

New Record

Fig – 5

NAE Name and Address Entry

Sample Jr., Mr. Student ID: 0332257

Flint MI 48503

Prefix: Mr. Person ID: 0332257

Name LFM: Sample Student

Suffix: Jr.

Address: 5252 Yale St

CSZ/Cnty: Flint MI 48503

Res Cnty/State:

Country: USA

Phone/Ext/Ty:

Origin/Date:

S.S.N:

Birth Date:

Ethnic/Gender:

Mail Codes:

E-Mail Adr:

Pref Name: Mr. Student

Mail Name: Mr. S

Other LFM:

County LookUp

using COUNTIES, View: COUNTIES

Seq	County ID	Description
<input type="checkbox"/>	17: CHI	Chippewa
<input type="checkbox"/>	18: CLA	Clare
<input type="checkbox"/>	19: CLI	Clinton
<input type="checkbox"/>	20: CRA	Crawford
<input type="checkbox"/>	21: DEL	Delta
<input type="checkbox"/>	22: DIC	Dickinson
<input type="checkbox"/>	23: EAT	Eaton
<input type="checkbox"/>	24: ENH	Ennet
<input type="checkbox"/>	25: G	Genesee
<input checked="" type="checkbox"/>	26: OEN	Genesee
<input type="checkbox"/>	27: GENESSE	Genesee
<input type="checkbox"/>	28: GLA	Gladwin
<input type="checkbox"/>	29: GOG	Gogebic
<input type="checkbox"/>	30: GRA	Gratiot
<input type="checkbox"/>	31: GBT	Grand Traverse
<input type="checkbox"/>	32: HLL	Hillsdale

Controller LookUp Resolution Page 2/6

Fig – 6

Step 5: Address

1. Enter the person's address, if there is more than one address you can use the up and down arrows to navigate between addresses i.e. Parents Home, School...

Step 6: CSZ / Cnty

1. When entering the **CSZ: City, State, Zip**, you just need to enter the zip code in the first field and the City and State will pre-fill with the appropriate information.
2. Fill in the **CSZ/Cnty – County**
Make sure to use the first 3 letters of the county
 - **GEN** for Genesee
 - **LAP** for Lapeer
 - **SHI** for Shiawassee
 - If you are not sure, use the "...” to LOOK-UP the counties, make sure to use the 3 Letter abbreviation.

NAE Name and Address Entry

Sample Jr., Mr. Student ID: 0332257
Flint MI 48503

Prefix Mr. Person ID 0332257
Name LFM Sample Student
Suffix Jr.
Address 1 5252 Yale St
CSZ/Cnty Flint MI 48503
Res Cnty/State ...
Country USA U.S.A. Source 1
Phone/Ext/Ty 1
Origin/Date
S.S.N Address Change
Birth Date Source
Ethnic/Gender M Date
Mail Codes 1 By
E-Mail Adr 1
Pref Name Mr. Student Sample, Jr.
Mail Name 1 Mr. Student Sample, Jr.
Other LFM 1

Residence County LookUp New Record

Fig – 7

NAE Name and Address Entry

Sample Jr., Mr. Student ID: 0332257
Flint MI 48503

Prefix Mr. Person ID 0332257
Name LFM Sample Student
Suffix Jr.
Address 1 5252 Yale St
CSZ/Cnty Flint MI 48503
Res Cnty/State GEN Genesee MI Michigan
Country USA U.S.A. Source 1
Phone/Ext/Ty 1 810-222-2222
Origin/Date 17
S.S.N Address Char
Birth Date Source
Ethnic/Gender M Date
Mail Codes 1 By MC
E-Mail Adr 1
Pref Name Mr. Student Sample, Jr.
Mail Name 1 Mr. Student Sample, Jr.
Other LFM 1

Source 1

- BUS Busine
- ALM Alumni
- CRP Corporation
- FND Foundation
- ORG Organization
- FRD Friend
- OTH Other
- FAC Faculty
- STF staff
- BTR Board Trustee
- EI Educational Inst-Quarter
- EIS Educational inst-Semester
- HSV High School Visitation
- COL College Night
- EDC

Controller Phone(s) New Record No Values

Fig – 8

Step 7: Res Cnty/State

1. Fill in the **Res Cnty/State** – Residency County, this would be the county and state that the person resides in, to determine in/out district tuition rates.
Make sure to use the first 3 letters of the county
 - **GEN** for Genesee
 - **LAP** for Lapeer
 - **SHI** for Shiawassee
 - If you are not sure, use the “...” to look up the counties, make sure to use the 3 Letter abbreviation.
2. The Country field will prefill based off the CSZ/Cnty field.

Step 8: Source

1. The Source field is used to identify the different person types other than students:
 - **ALM** – Alumni
 - **FAC** – Faculty
 - **STF** – Staff

NAE-Name and Address Entry

Sample Jr., Mr. Student ID: 0332257
Flint MI 48503

Prefix Mr. Person ID 0332257
Name LFM Sample Student
Suffix Jr.
Address 1 5252 Yale St
CSZ/Cnty Flint MI 48503
Res Cnty/State GEN Genesee MI Michigan
Country USA U.S.A. Source 1

Phone/Ext/Ty 1 810-222-2222

Origin/Date
S.S.N.
Birth Date
Ethnic/Gender
Mail Codes 1
E-Mail Adr 1
Pref Name Mr. Student Sample, Jr.
Mail Name 1 Mr. Student Sample, Jr.
Other LFM 1

Source 1

- ALM Alumni
- CRP Corporation
- FND Foundation
- ORG Organization
- FRD Friend
- OTH Other
- FAC Faculty
- STF staff
- BTR Board Trustee
- EI Educational Inst-Quarter
- EIS Educational Inst-Semester
- HSV High School Visitation
- COL College Night
- EDC

Controller Phone(s) New Record No Values

Fig – 9

Step 9: Phone/Ext/Ty

1. Enter the **Phone/Ext/Ty** number for the person. Format should be XXX-XXX-XXXX. If the person has more than one phone number, you can use the Up and Down Arrows on your keyboard to navigate between the phone numbers or hit the Detail Button.
2. The Source Field allows you to select one of the primary contact source.

NAE-Name and Address Entry

Sample Jr., Mr. Student ID: 0332257
Flint MI 48503

Prefix Mr. Person ID 0332257
Name LFM Sample Student
Suffix Jr.
Address 1 5252 Yale St
CSZ/Cnty Flint MI 48503
Res Cnty/State GEN Genesee MI Michigan
Country USA U.S.A. Source 1

Phone/Ext/Ty 1 810-222-2222

Origin/Date
S.S.N.
Birth Date
Ethnic/Gender
Mail Codes 1
E-Mail Adr 1
Pref Name Mr. Student Sample, Jr.
Mail Name 1 Mr. Student Sample, Jr.
Other LFM 1

Source 1

- BUS Business
- CAR Car Phone
- FAX Fax Number
- HOME Home Phone
- PAGE Pager
- CELL Cellular phone
- NA NA

Element Phone(s) New Record Value 1/1

Fig – 9b
01/25/2007

Step 9b: Phone/Ext/Ty

1. Enter the **Phone/Ext/Ty** of phone number that the corresponding phone number longs to. Each phone number should have a corresponding Type.

NAE-Name and Address Entry

Sample Jr., Mr. Student ID: 0332257
Flint MI 48503

Prefix Mr. Person ID 0332257
Name LFM Sample Student
Suffix Jr.
Address 5252 Yale St
CSZ/Cnty Flint MI 48503
Res Cnty/State GEN Genesee MI Michigan
Country USA U.S.A. Source 1
Phone/Ext/Ty 1 810-222-2222 HOME Home Phone
Origin/Date
S.S.N Birth Date Address Change
Ethnic/Gender M Date
Mail Codes 1 REF Reference By
E-Mail Adr 1 WEB WEB ADMISSIONS
Pref Name Mr. Student Sample, Jr.
Mail Name 1 Mr. Student Sample, Jr.
Other LFM 1

Fig – 10

Step 10: Origin/Date

1. The **Origin** type is used to identify how the contact information has been updated, the **Date** pre-fills.

NAE-Name and Address Entry

Sample Jr., Mr. Student ID: 0332257
Flint MI 48503

Prefix Mr. Person ID 0332257
Name LFM Sample Student
Suffix Jr.
Address 5252 Yale St
CSZ/Cnty Flint MI 48503
Res Cnty/State GEN Genesee MI Michigan
Country USA U.S.A. Source 1
Phone/Ext/Ty 1 810-222-2222 HOME Home Phone
Origin/Date CNT Contact 08/03/06
S.S.N Birth Date Address Change
Ethnic/Gender M Date
Mail Codes 1
E-Mail Adr 1
Pref Name Mr. Student Sample, J
Mail Name 1 Mr. Student Samp
Other LFM 1

Aug 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Fig – 10 b

Step 10b: Origin/Date

1. If you need to change the **Origin** type you could also change the **Date** by selecting the date in the calendar.

NAE-Name and Address Entry

Sample Jr., Mr. Student ID: 0332257
Flint MI 48503

Prefix Mr. Person ID 0332257

Name LFM **Sample** Student

Suffix Jr.

Address 1 5252 Yale St

CSZ/Cnty Flint MI 48503

Res Cnty/State GEN Genesee MI Michigan

Country USA U.S.A. Source 1

Phone/Ext/Ty 1 810-222-2222 HOME Home Phone

Origin/Date CNT Contact 08/03/06

S.S.N 123-12-1234 Address Change

Birth Date Source

Ethnic/Gender M Date

Mail Codes 1 By

E-Mail Adr 1

Pref Name Mr. Student Sample, Jr.

Mail Name 1 Mr. Student Sample, Jr.

Other LFM 1

Fig – 11

Step 11: S.S.N

1. Enter the complete **S.S.N** - Social Security Number of the student. This field is very important because it is directly related to their Financial Aid and other types reporting fields.

NAE-Name and Address Entry

Sample Jr., Mr. Student ID: 0332257
Flint MI 48503

Prefix Mr. Person ID 0332257

Name LFM **Sample** Student

Suffix Jr.

Address 1 5252 Yale St

CSZ/Cnty Flint MI 48503

Res Cnty/State GEN Genesee MI Michigan

Country USA U.S.A. Source 1

Phone/Ext/Ty 1 810-222-2222 HOME Home Phone

Origin/Date CNT Contact 08/03/06

S.S.N 123-12-1234 Address Change

Birth Date Source

Ethnic/Gender M Date

Mail Codes 1 By

E-Mail Adr 1

Pref Name Mr. Student Sample, J

Mail Name 1 Mr. Student Samp

Other LFM 1

Aug 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Fig – 12

Step 12: Birth Date

1. You should enter the Birth Date in the following format: **MM-DD-YYYY** (01-30-1948). If you want to use the Calendar Button, make sure you pay attention to the Year.

NAE-Name and Address Entry

Sample Jr., Mr. Student ID: 0332257
Flint MI 48503

Prefix Mr. Person ID 0332257

Name LFM Sample Student

Suffix Jr.

Address 1 5252 Yale St

CSZ/Cnty Flint MI 48503

Res Cnty/State GEN Genesee MI Michigan

Country USA U.S.A. Source 1

Phone/Ext/Ty 1 810-222-2222 HOME Home Phone

Origin/Date CNT Contact 08/03/06

S.S.N 123-12-1234

Birth Date

Ethnic/Gender M

Mail Codes 1

E-Mail Adr 1

Pref Name Mr. Student Sample, Jr.

Mail Name 1 Mr. Student Sample, Jr.

Other LFM 1

Source

- R Returned Mail
- G General Survey
- O Obituary
- N New Address Form
- VEN Vendor Application Form
- CDR Correction
- APP Common Application Form
- WEB Changed through Web

Fig – 13

Step 13: Source

1. This field is used to update information for the student, for instance if mail is sent and it is Returned Mail.

NAE-Name and Address Entry

Sample Jr., Mr. Student ID: 0332257
Flint MI 48503

Prefix Mr. Person ID 0332257

Name LFM Sample Student

Suffix Jr.

Address 1 5252 Yale St

CSZ/Cnty Flint MI 48503

Res Cnty/State GEN Genesee MI Michigan

Country USA U.S.A.

Phone/Ext/Ty 1

Origin/Date

S.S.N

Birth Date

Ethnic/Gender

Mail Codes 1

E-Mail Adr 1

Pref Name Mr. Student Sample, Jr.

Mail Name 1 Mr. Student Sample, Jr.

Other LFM 1

Residence State/Province LookUp

NAE-Name and Address Entry PCIN-Person Contact Information

using ETHNICS, View: ETHNICS

Seq: Ethnic ID Description

<input type="checkbox"/>	1: AI	American Indian/Alas
<input type="checkbox"/>	2: AS	Asian Or Pacific Isl
<input type="checkbox"/>	3: B	Black, Non-Hispanic
<input type="checkbox"/>	4: H	Hispanic
<input type="checkbox"/>	5: UN	Unknown
<input type="checkbox"/>	6: W	White Non-Hispanic

Controller Lookup Resolution Page 1/1

Seq Number, (F) Lag, (S)ort/Select:

Fig – 14

Step 14: Ethnic/Gender

1. The **Ethnic/Gender** field requires that you select one of the existing Ethnic classes, this is designated by the Federal Government, so we do not create new Ethnic classes.
2. The **Gender** Field is automatically filled in when the Prefix is filled in. This is a very important reporting field, so everyone has to have a gender. If you need to enter it in please only use: **M** – Male and **F** – Female.

NAE-Name and Address Entry

Student Jr., Mr. Sample ID: 0340644 Home: 810-222-2222
5252 Yale St. Flint MI 48503

Prefix Mr. Person ID 0340644
Name LFM Student Sample
Suffix Jr.
Address 1 5252 Yale St.
CSZ/Cnty Flint MI 48503 GEN Genesee
Res Cnty/State GEN Genesee MI Michigan
Country USA U.S.A. Source 1
Phone/Ext/Ty 1 810-222-2222
Origin/Date MLT Mailing List 01/18/07
S.S.N 123-12-1234 Address Change
Birth Date 06/19/1967 Source
Ethnic/Gender W White Non-Hispanic M Date
Mail Codes 2
E-Mail Adr 1 NM No Mail
Pref Name Mr BA Bad Address
Mail Name 1 NS No solicitations
Other LFM 1 NW No Work Calls
NP No Phone Calls
LD Letter Only

Controller Mail Codes Adding Value 2

Fig – 15

NAE-Name and Address Entry

Student Jr., Mr. Sample ID: 0340644 Home: 810-222-2222
5252 Yale St. Flint MI 48503

Prefix Mr. Person ID 0340644
Name LFM Student Sample
Suffix Jr.
Address 1 5252 Yale St.
CSZ/Cnty Flint MI 48503 GEN Genesee
Res Cnty/State GEN Genesee MI Michigan
Country USA U.S.A. Source 1
Phone/Ext/Ty 1 810-222-2222
Origin/Date MLT Mailing List 01/18/07
S.S.N 123-12-1234 Address Change
Birth Date 06/19/1967 Source
Ethnic/Gender W White Non-Hispanic M Date
Mail Codes 1 LD Letter Only By MGOLDSTE
E-Mail Adr 1 terna student.sample@gmail.com
Pref Name Mr LD Local
Mail Name 1 INT Internet
Other LFM 1 WWW World Wide Web
EDI Elect Data Interchange

Controller E-Mail Adr Value 1/1

Fig – 16

Step 15: Mail Codes

1. The **Mail Codes** field is used to identify the various types of mail that a person could receive. It allows you to identify BA – Bad Address if correspondence has been sent to the person and the mail was returned.

Step 16: E-Mail Adr

1. **Mott E-Mail Address:** Student e-mail into the field first, any secondary e-mail can be put in by using your arrows to navigate up or down between the email address.

NAE-Name and Address Entry

Sample Jr., Mr. Student ID: 0332257
Flint MI 48503

Prefix Mr. Person ID 0332257
Name LFM Sample Student
Suffix Jr.
Address 1 5252 Yale St
CSZ/Cnty Flint MI 48503
Res Cnty/State GEN Genesee MI Michigan
Country USA U.S.A. Source 1
Phone/Ext/Ty 1 810-222-2222 HOME Home Phone
Origin/Date CNT Contact 08/03/06
S.S.N 123-12-1234 Address Change
Birth Date Source
Ethnic/Gender M Date
Mail Codes 1 By
E-Mail Adr 1
Pref Name Mr. Student Sample, Jr.
Mail Name 1 Mr. Student Sample, Jr.
Other LFM 1

Fig – 17 & 18

NAE-Name and Address Entry

Sample Jr., Mr. Student ID: 0332257
Flint MI 48503

Prefix Mr. Person ID 0332257
Name LFM Sample Student
Suffix Jr.
Address 1 5252 Yale St
CSZ/Cnty Flint MI 48503
Res Cnty/State GEN Genesee MI Michigan
Country USA U.S.A. Source 1
Phone/Ext/Ty 1 810-222-2222 HOME Home Phone
Origin/Date CNT Contact 08/03/06
S.S.N 123-12-1234 Address Change
Birth Date Source
Ethnic/Gender M Date
Mail Codes 1 By
E-Mail Adr 1
Pref Name Mr. Student Sample, Jr.
Mail Name 1 Mr. Student Sample, Jr.
Other LFM 1

Fig – 19

Step 17 & 18: Pref Name and Mail Name

1. The Preferred Name and Mail Name field will pre-fill based off the Prefix and Name LFM field on the form.
 - ▶ If a student requests that their mailing name be different, this could be modified in this field. E.g. William wants to be called Bill. Enter Bill in the Pref field.

Step 19: Other LFM

1. You will see the Other Last First Middle names the person has had.
2. If a person changes their name, make the change on the Name LFM and the change will automatically be populated into the Other LFM. It is important to save the change in order for the changed name to stay.

Quick Access CRSE

NAE-Name and Address Entry

Sample Jr., Mr. Student ID: 0332257
Flint MI 48503

Prefix Mr. Person ID 0332257
Name LFM Sample Student
Suffix Jr.
Address 1 5252 Yale St
CSZ/Cnty Flint MI 48503
Res Cnty/State GEN Genesee MI Michigan
Country USA U.S.A. Source 1
Phone/Ext/Ty 1 810-222-2222 HOME Home Phone
Origin/Date CNT Contact 08/03/06
S.S.N 123-12-1234 Address Change
Birth Date Source
Ethnic/Gender W White Non-Hispanic M Date
Mail Codes 1 By
E-Mail Adr 1
Pref Name Mr. Student Sample, Jr.
Mail Name 1 Mr. Student Sample, Jr.
Other LFM 1

Step 20: Save Your Work

1. Verify your entry
2. Correct as needed.
3. Click the Save button.

Fig - 20