Create New SMU ID
Table of Contents

Search Match........................................................................................................................................... 3
Create New SMU ID....................................................................................................................................... 5
Search Match

Prior to creating a new SMU ID, it is critical you use the Search/Match page in order to avoid duplicate ID’s. If you skip this step, a person may end up with multiple id’s in my.SMU.

One person - One SMU ID Number.
No exceptions.

1. Click Campus Community.
2. Click Personal Information.
3. Click Search/Match.
4. Select the drop down list for the Search Type field, select Person.

5. Click Search.
6. Under the Search Results select, SMU SRCH/MATCH.
7. Click User Default.
8. Click the Look Up icon to retrieve a Search Result Code.
9. Click Look Up.
10. Click SMU SRCH RESULTS.
11. Click OK. Note: The Search Result Code has been set as a default. The next time you return to this page, it will populate automatically.
12. You should always do the following three Search/Matches to be sure the person you will be entering does not already exist in the system. You may not have all the information to run the first search.

- **National ID** (SSN if available) - most restrictive - If no match is found, run the next Search/Match.

- **Last Name and First Name** - less restrictive - If no match is found, run the next Search/Match.

- **Last Name and First Initial** - the least restrictive - If no possible match is found after a thorough review of the Search/Match results, you can create the new SMU ID.

A search cannot be by last name only. You can search by National ID (a social security number if available), Last Name First Name or Last Name first initial.

13. Enter the desired search criteria. The more values entered the more restrictive the search. If entering a name instead of National ID, two fields must be populated before the Search button will become active. A search cannot be by last name only.

14. Click **Search**.

15. If the returned list is more than 20 rows, click the **View All** links as needed. The Search Results are displayed on the **Results, Results2 and Additional Information** tabs.

Tip: You can expand all tabs by clicking the expand a row button.

16. Click the detail button review the bio/demographic information for a person. If you find the person for whom you were searching, click the **Carry ID** link and the system will ‘carry the ID’ to the next page you access.

17. **Note**: Failure to not complete a Search/Match can result in duplicate ID’s and may be detrimental to the data integrity to my.SMU.

18. **Process Complete.**
Create New SMU ID

WARNING: If not preceded by running Search Match, you will have to abandon all data entered and begin again with Search Match.

1. Click Campus Community.
2. Click Personal Information.
3. Click Add/Update a Person.
4. Click Add a New Value.
   Please note: It is important to never type in the word "New" if it is accidentally deleted as this would create a identity named "New" instead of an SMU ID number.
5. Click Add.
6. The Effective Date will default to the current date but can be changed as required.
   Note: When entering a date, you do not need to enter any special characters, only numbers.
7. Select a Prefix from the drop down list.
8. Enter the New User's First and Last Name.
9. A Middle Name and Suffix can be added if known.
10. Enter the Date of Birth, if known.
11. Select the Marital Status.
12. Select the Gender.
13. Enter the Social Security Number.
14. Home is the default Address Type that will be displayed under Addresses. If a home address is not available, another Address type may be selected by clicking the Address Type list.

The default country is USA. If you are entering a foreign address, you MUST change the country by clicking the Country list and selecting the correct foreign country. (Once you select the correct country, click the Edit Address link and additional instructions are provided on the Addresses page for entering foreign addresses.)

The Effective Date will default to the current date or the Effective Date entered under Person Information. This Effective Date may also be changed as required.

Click Edit Address.

15. Enter the Address. If you have an error in the address, you will see suggestions displayed below the address fields. Review the data you have entered and make the necessary corrections.

16. Click OK.
17. To add another Address Type, click the **Add a new row** button.

18. Click the **Address Type** drop down list and select a value.

   The address information previously entered has been copied to the new address type. Click **Edit Address** to change the information.

   The number of **Address Types** that have been entered will be reflected on the right side of the **Addresses** bar. Use the right and left arrows or click **View All** to review the **Address Type** information that has been entered.

19. Select the **Phone Type** and enter the New User's **Phone Number**. (No special characters are needed.) Enter additional Phone types and numbers by clicking **Add** and repeating these steps. Click the checkbox to indicate the **Preferred** number if multiple phones are listed.
20. Select the **Email Type** drop down menu. DO NOT enter the campus (camp) email address. The CAMPUS (CAMP) email address type is maintained by OIT and will contain the applicant's assigned email address once it is created.

21. Select the **Email Type** and indicate **Preferred** if more than one is listed.

22. Click the **Citizenship** link.

23. Click the **LookUp** icon.


25. Click **Look Up**.

26. Select the new user's **Country** of Citizenship.

27. If known, select the Citizenship Status. To add a second **Citizenship Status**, click the **Add** icon.

28. Click **OK**.

29. At the top of the page, select the **Regional** tab.
Regardless of the number of ethnic groups a person indicates, Hispanic ethnic groups and Non-Hispanic ethnic groups are entered differently. If the new user is Hispanic or Latino, it is imperative to enter this data for reporting purposes.

Click the checkbox, and select their ethnic group from the drop down menu. If the user is not Hispanic/Latino, follow the next steps.

Click the Ethnic Group Look Up icon.

31. Click Look Up.

32. Select the New User's Ethnicity.
33. Additional rows may be added to enter additional Ethnic Groups. Note: SMU does not track percentage.

34. Click Add and repeat steps if additional rows are needed. Click Save.

35. You may get a warning that a possible duplicate record has been found. If you did a Search/Match before starting the Create a New SMU ID, you can click OK and the system will create the new ID; however, if you did not do a Search/Match at the beginning, you must click Cancel and start the process again, beginning with a Search/Match. All previously entered data will be lost.
36. Once processed, a new ID will be displayed on the top right of the page.

37. Process Complete.