View Addresses & Names

1. Click Campus Community.
2. Click Personal Information.
3. Click Biographical.
4. Click Addresses/Phones.
5. Click View Names.
6. Enter the desired ID Number. If First and Last Name are used instead of ID number, multiple rows may display on the Search Results page. Select the correct ID from the displayed list.
7. Click Search.
8. Only the first 3 name types are displayed. Click View All to see all name types.
9. Click Name History. Name history displays all previous names, beginning with the most recent change.
10. To view addresses, click View Addresses on the Addresses/Phones page. The steps are the same as those for View Names.

Procedure complete.