

# Faculty Self-Service: Bio/Demographic Data for Students

**OBJECTIVE:** This module explains how to locate a student's address, phone, or email address.

## CONTENTS:

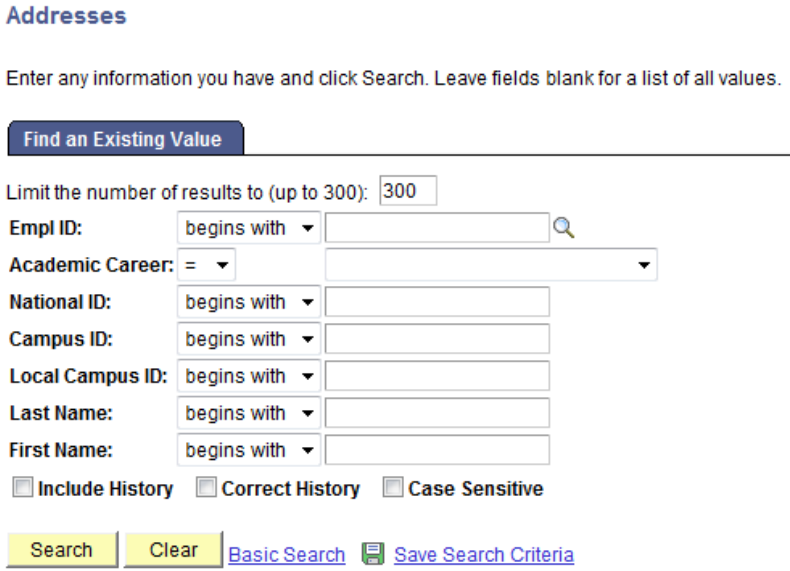
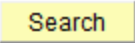
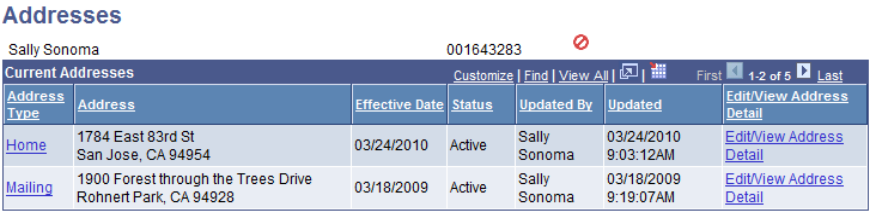
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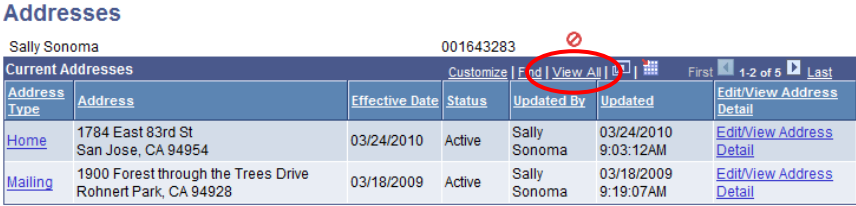
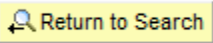
### ***NEED ADDITIONAL INFORMATION?***

For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/it/cms/contact.html> to locate the **Campus Community FUNCTIONAL LEAD.**

# Lesson 1: Locating a Student's Address

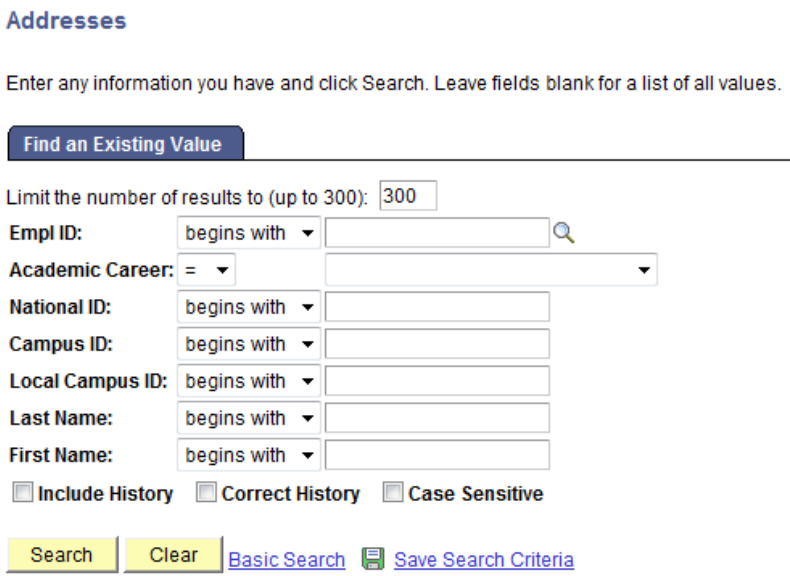
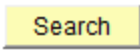
**Navigation:** Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses

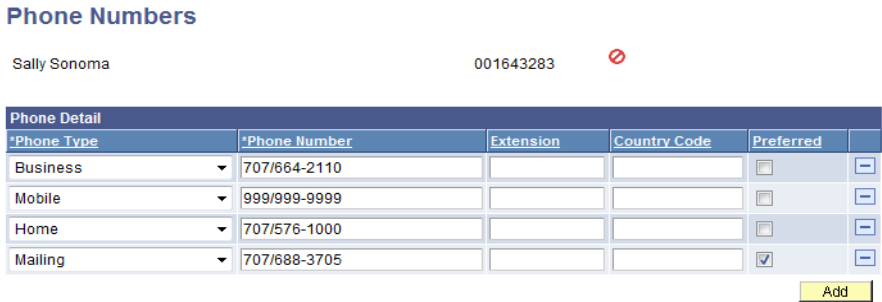
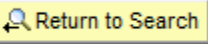
Step	Action	Screenshot
1	Enter the student's EmplID or Last name and First name	
2	Click the yellow Search button	
3	There are many possible addresses. In this example, 2 of 5 are showing.	

Step	Action	Screenshot
4	To see all address types, click View All	 <p>The screenshot shows the 'Addresses' page for Sally Sonoma (ID: 001643283). It features a table of 'Current Addresses' with columns for Address Type, Address, Effective Date, Status, Updated By, Updated, and Edit/View Address Detail. Two addresses are listed: 'Home' at 1784 East 83rd St, San Jose, CA 94954 (effective 03/24/2010) and 'Mailing' at 1900 Forest through the Trees Drive, Rohnert Park, CA 94928 (effective 03/18/2009). A red circle highlights the 'View All' button in the top right corner of the table area.</p>
5	To look at another student, scroll to the bottom and click on Return to Search	 <p>The screenshot shows a yellow button with a magnifying glass icon and the text 'Return to Search'.</p>

## Lesson 2: Locating a Student's Phone Number

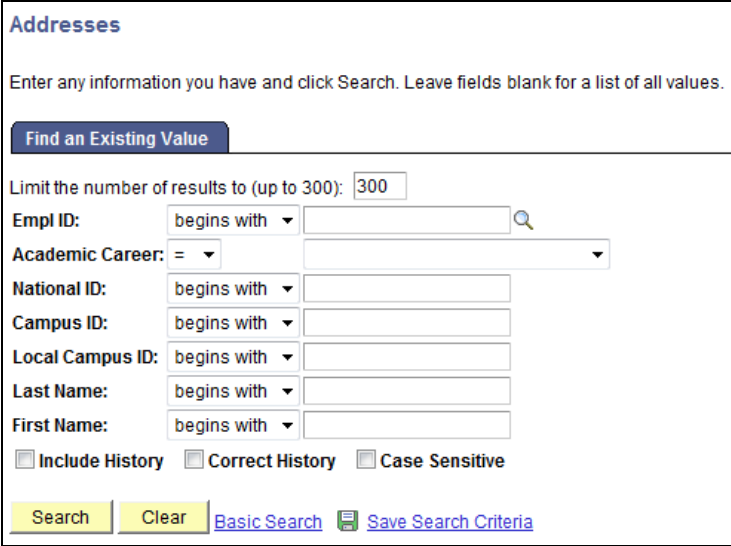
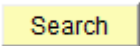
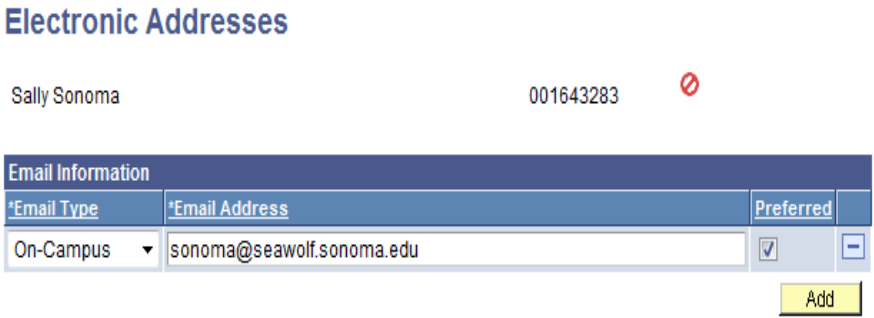
**Navigation:** Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Phones

Step	Action	Screenshot
1	Enter the student's EmplID or Last name and First name	
2	Click the yellow Search button	

Step	Action	Screenshot																																				
3	The student's phone numbers appear	 <p><b>Phone Numbers</b></p> <p>Sally Sonoma 001643283</p> <table border="1"> <thead> <tr> <th colspan="6">Phone Detail</th> </tr> <tr> <th>*Phone Type</th> <th>*Phone Number</th> <th>Extension</th> <th>Country Code</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>707/664-2110</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mobile</td> <td>999/999-9999</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Home</td> <td>707/576-1000</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mailing</td> <td>707/688-3705</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Add</p>	Phone Detail						*Phone Type	*Phone Number	Extension	Country Code	Preferred		Business	707/664-2110			<input type="checkbox"/>		Mobile	999/999-9999			<input type="checkbox"/>		Home	707/576-1000			<input type="checkbox"/>		Mailing	707/688-3705			<input checked="" type="checkbox"/>	
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4	To look at another student, scroll to the bottom and click on Return to Search	 <p>Return to Search</p>																																				

## Lesson 3: Locating a Student's Email Address

**Navigation:** Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Electronic Addresses

Step	Action	Screenshot
1	Enter the student's EmplID or Last name and First name	
2	Click the yellow Search button	
3	The student's email address appears	
4	To look at another student, scroll to the bottom and click on Return to Search	