

## 9.2 Updating Date of Birth

**Purpose:** Use this document as a reference for updating date of birth information in ctCLink.

**Audience:** College staff responsible for maintaining student information.

 You must have at least one of these local college managed security roles:

- ZC CC Personal Information
- ZC CC SOGI
- ZD CC Personal Information
- ZD CC SOGI
- ZD CC Super user
- ZZ CC Pers Info NID Update
- ZZ CC Personal Information
- ZZ CC SOGI

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)

If you need assistance with the above security roles or SACR settings, please contact your local college supervisor or IT Admin to request role access

### Update Date of Birth

**Navigation:** NavBar > Navigator > Campus Community > Personal Information > Add/Update a Person

1. The **Add/Update a Person** search page displays.
2. Enter **Search Criteria** to identify your student.
3. Check the **Include History** option.
4. Select the **Search** button.

**Add/Update a Person**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** Add a New Value

▼ **Search Criteria**

ID begins with

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

**Include History**  Correct History  Case Sensitive

**Search** Clear Basic Search Save Search Criteria

5. The **Add/Update a Person** page displays.
6. Enter or look up the **Date of Birth** by selecting the calendar icon.

Student Homepage **Add/Update a Person** New Window | Help | Personalize Page

Francis Nidless 201297267 ✖ ★ Names

**Person Information**

Date of Birth 01/01/1987 Birth Information Campus ID

**Biographical History** 1 of 1 | View All

\*Effective Date 06/13/2016 + -

\*Marital Status Unknown  As of 06/13/2016

\*Sex Unknown

**Legal Definition of Sex**

**National ID**

Country	National ID Type	National ID	Primary
USA	Social Security Number <input type="text"/>	XXX-XX-XXXX	<input checked="" type="checkbox"/>

7. Scroll to the bottom of the page and click **“Save”** to save changes.

Student Homepage Add/Update a Person Home Search

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**Contact Information**

**Addresses** 1 of 2 [View All](#)

Address Type	Home
Effective Date	03/22/2018
Status	Active
Country	USA
Address	19123 Marigold Drive Olympia, WA 98501 Thurston

**Phone**

Type	Phone	Ext	Country	Preferred
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[Add](#)

**Email**

Email Type	Email Address	Preferred
Home	201297267.HOME@test.com	<input type="checkbox"/>

[Add](#)

[Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#) | [Personal](#)

8. Process complete.