

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

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

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

Student Homepage
Add/Update a Person

Biographical Details

Addresses

Regional

Personal

Francis Nidless
201297267
Names

Person Information

Date of Birth

01/01/1987

Birth Information

Campus ID

Biographical History

*Effective Date

06/13/2016

*Marital Status

Unknown

*Sex

Unknown

As of

06/13/2016

Legal Definition of Sex

National ID

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

- Scroll to the bottom of the page and click **"Save"** to save changes.

[Student Homepage](#)

Add/Update a Person

Contact Information

Addresses

|

1 of 2

|
[View All](#)

Address Type

Home

Effective Date

03/22/2018

Status

Active

Country

USA

Address

19123 Mangold Drive
Olympia, WA 98501
Thurston

[Addresses](#)

Phone

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

Email

Email Type	Email Address	Preferred
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<div>Add</div>		

[Visa/Permit Data](#)

[Citizenship](#)

Save

Return to Search

Notify

Refresh

Add

Update/Display

Include History

Correct History

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

8. Process complete.