

# Create a New Person Record in MyWSU

## Add a New Person to myWSU

### Issue:

Can't locate a person within myWSU.

### Solution:

Create a record by adding the person to myWSU.

**Issue 1** - Step 1 – Go to Main Menu>Campus Community>Personal Information>Update a Person to verify whether the person exists in myWSU.

[Favorites](#) > [Main Menu](#) > [Campus Community](#) > [Personal Information](#) > [Update a Person](#)

Enter their last name, first name and click 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

If a record returns, then you have the ID. If not, you will get the following message.

No matching values were found.

If you get this message you will then need to create the person record.


Step 2 – You can either click the add a new value tab or go to Main Menu>Campus Community>Personal Information>Add A person. Click the Add a New Value tab.

## Add/Update 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 ▾	<input type="text"/>	
Academic Career	= ▾	<input type="text"/>	▾
National ID	begins with ▾	<input type="text"/>	
Campus ID	begins with ▾	<input type="text"/>	
Last Name	begins with ▾	<input type="text"/>	
First Name	begins with ▾	<input type="text"/>	

☐ Include History  
 ☐ Correct History  
 ☐ Case Sensitive

[Search](#)  
[Clear](#)  
[Basic Search](#)   
[Save Search Criteria](#)

## Add/Update Person

[Find an Existing Value](#)  
[Add a New Value](#)

ID **NEW**

**Add**

Click the Add button.

The following page appears.

NEW

## Person Information

Effective Date 09/19/2018

\*Format Using: English [Change Format](#)

Prefix

First Name

Middle Name

Last Name

Suffix

Date of Birth Birth Information

## Biographical History

[Find](#) | [View All](#) First 1 of 1 Last

\*Effective Date 09/19/2018

\*Marital Status Unknown

As of

\*Gender Unknown

## National ID

[Personalize](#) | [Find](#) | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number		<input checked="" type="checkbox"/>

## Contact Information

Addresses [Find](#) | [View All](#) First 1 of 1 Last

\*Address Type Home

Effective Date 09/19/2018

\*Status Active

Country USA

Address [Edit Address](#)

Phone

*Type	Phone	Ext	Country	Preferred
				<input type="checkbox"/>
<a href="#">Add</a>				

Email

*Email Type	*Email Address	Preferred
		<input type="checkbox"/>
<a href="#">Add</a>		

[Visa/Permit Data](#)[Citizenship](#)[Save](#) [Notify](#) [Refresh](#)[Add](#) [Update/Display](#) [Include History](#) [Correct History](#)[Biographical Details](#) | [Regional](#)

The effective date needs to be the current date.

Fill in the first and last name. If you have a middle name enter it also.

Then add the Gender, if known.

The Social Security Number.

The phone information and the preferred box checked.

The email address needs to be filled in and the preferred box checked, this is required if the person will need to have a Network ID. Okta will initiate the invitation for the user but they must have an email to send the notice to.

Under Addresses, click on the drop-down arrow and choose which address you are wanting to add. Then click on the Edit address link.

**Edit Address**

Country

United States

Change Country

Address 1

Address 2

Address 3

City

State


Postal

County

OK

Cancel

Fill in the address information and click the OK button.

Then using the  icon, Add a second Row for Mailing Address. The default is Home

Addresses

Find | View All

First

1 of 1

Last

\*Address Type

Home

Effective Date

09/05/2019

\*Status


Active


Country

USA

Address

Edit Address





Save

Notify

Refresh

Using the drop down select Mailing and you will see 2 address for the record.

Next click on the Citizenship link.

Phone					
*Type	Phone	Ext	Country	Preferred	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="-"/>
<input type="button" value="Add"/>					

Email		
*Email Type	*Email Address	Preferred
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="button" value="Add"/>		

[Visa/Permit Data](#)
Citizenship

### Citizenship Detail

Citizenship/Passport		Find   View All	First	1 of 1	Last
*Country	<input type="text"/>	Citizenship Status		<input type="text"/>	
<input type="button" value="+"/> <input type="button" value="-"/>					
Passport Information		Find   View All	First	1 of 1	Last
*Passport Number	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>			
Issue Date	<input type="text"/>	Expiration Date	<input type="text"/>		
Country	<input type="text"/>				
State	<input type="text"/>				
City	<input type="text"/>				
Issuing Authority	<input type="text"/>				
Comment	<input type="text"/>				
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/>					

Fill in the data and click the OK button.  
 If you are adding an international person, click on the Visa/Permit Data link.

Visa/Permit Data		Find   View All	First	1 of 1	Last
*Country	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>			
*Type	<input type="text"/>	<input type="button" value="Get Supporting Documents"/>			
Classification	<input type="text"/>				
*Effective Date	<input type="text"/>	*Status	<input type="text"/>		
Number	<input type="text"/>	Duration	<input type="text"/>		
Issue Date	<input type="text"/>	*Status Date	<input type="text"/>		
Date of Entry into Country	<input type="text"/>	*Duration Type	<input type="text"/>		
Expiration Date	<input type="text"/>				
Issuing Authority	<input type="text"/>				
Issue Place	<input type="text"/>				
Supporting Documents Needed		Personalize   Find   View All	First	1 of 1	Last
*Document ID	Description	Request Date	Date Received		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>					

Fill in the data and click OK.  
 Then click the SAVE button.

