

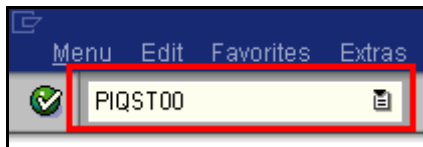
Process: Use this process to change the information for a student's related person.

Role: Authorized Personnel

Frequency: When Needed

BEGINNING

Enter the transaction code



PIQST00 <- Two zeros on the end

STUDENT FILE SCREEN

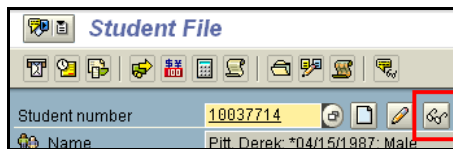
Student Number



Enter the student's **Student Number**

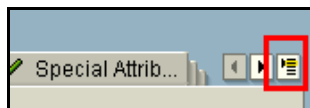
Press **Enter** to pull up the student's records

Click on the **Student Master Data Display** icon to the right of the **Student Number** field

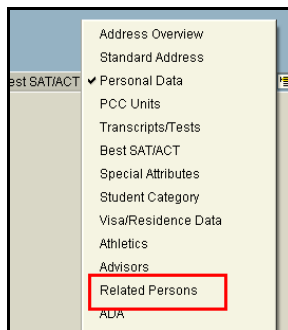


STUDENT MASTER DATA SCREEN

Click on the **Tab List** icon located to the right of the tabs

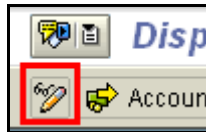


Select **Related Persons**

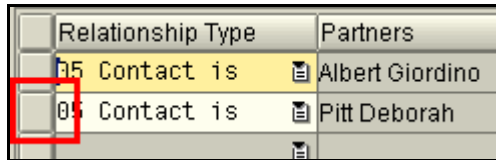


RELATED PERSONS TAB

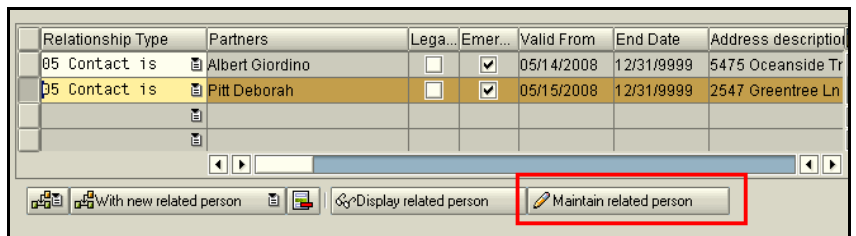
Click on the **Display <-> Change** toggle icon to move to change mode



Click on the **Select** icon to the left of the row for the related person you need to change

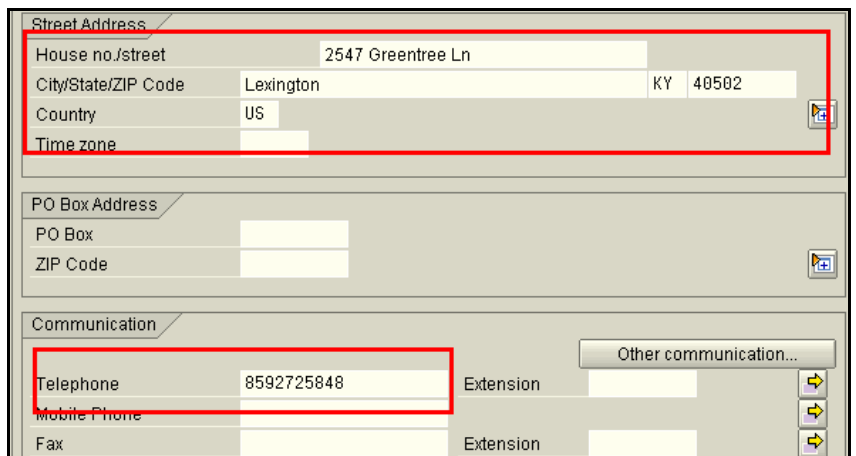
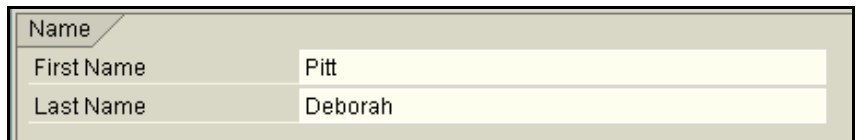


Click on the **Maintain Related Person** button



Change any of the following information provided by the student:

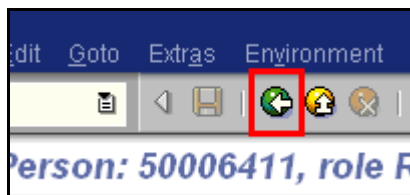
- First Name**
- Last Name**
- Address**
- Country (required)
- Phone Number**



Click on the **Save** icon located on the **Standard Toolbar**



Click on the **Back** icon to return to the **Related Persons** tab



If appropriate, click in the **Emergency Contact** checkbox to select or deselect

Relationship Type	Partners	Leg...	Emer...	Valid From
05 Contact is	Albert Giordino	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/14/2008
05 Contact is	Pitt Deborah	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/15/2008

After editing the **Emergency Contact** checkbox, click on the **Save** icon

