

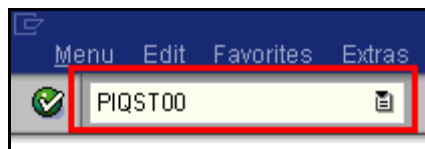
Process: Use this process to create as many “related persons” records as provided by the student. The records will include the person’s contact information. **NOTE:** The undergraduate application asks for Emergency Contact, relationship to student, telephone number, and email address.

Role: Authorized Personnel

Frequency: When Needed

BEGINNING

Enter the transaction code



PIQST00 <- Two zeros on the end

STUDENT FILE SCREEN

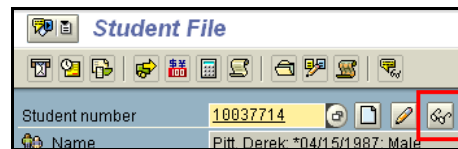
Student Number



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

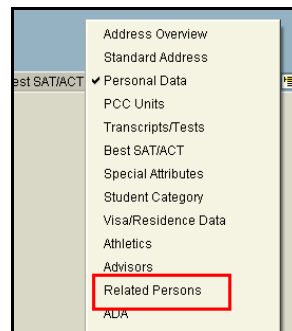



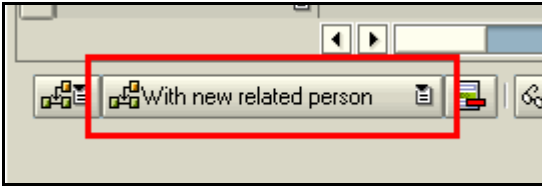
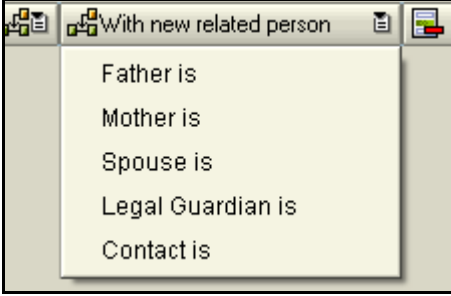
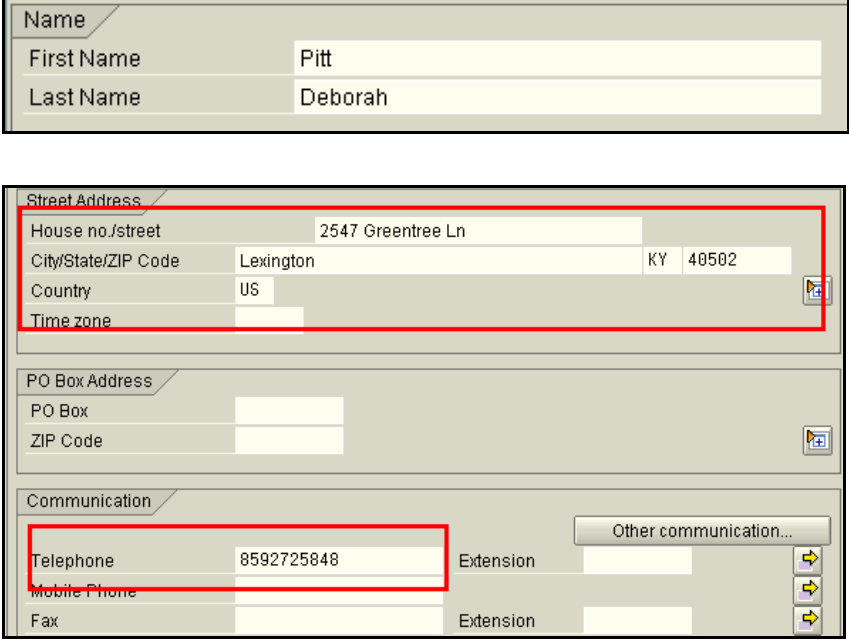

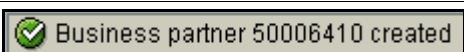
STUDENT MASTER DATA SCREEN

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 Create With New Related Person button located below the list of related persons	
Select the appropriate relationship by clicking on it	
Enter 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	
A system message will display	

PIQST00 Create a Related Person

<p>Click on the Back icon to return to the Related Persons tab</p>																
<p>If appropriate, click in the Emergency Contact checkbox</p>	<table border="1" data-bbox="667 468 1422 598"> <thead> <tr> <th>Relationship Type</th> <th>Partners</th> <th>Leg...</th> <th>Emer...</th> <th>Valid From</th> </tr> </thead> <tbody> <tr> <td>05 Contact is</td> <td>Albert Giordino</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>05/14/2008</td> </tr> <tr> <td>05 Contact is</td> <td>Pitt Deborah</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>05/15/2008</td> </tr> </tbody> </table>	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
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05 Contact is	Pitt Deborah	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/15/2008												
<p>After placing a check in the Emergency Contact checkbox, click on the Save icon</p>	