

## Student Personal and I-9 Information

1.	Under the <b>Menu Bar</b> , click on <b>Workforce Administration</b> . 
2.	Under the <b>Personal Information folder</b> , Click on <b>Modify a Person</b> . 
3.	Type in the <b>Student's EmplID number</b> .
4.	Click on <b>Search</b> 
5.	In the <b>Biographical Details tab</b> , you should verify the student's name, date of birth, and gender. To view their full name, click on <b>View Name</b> . 
6.	After viewing name, click on <b>OK</b> . 
7.	Verify the employee's <b>Date of Birth</b> .
8.	Verify the <b>Gender</b> is correct.
9.	Verify the <b>Social Security Number</b> matches what is on the original social security card.
10.	Click on <b>Contact Information</b> . 
11.	Verify the address is correct. If changes are needed, click on <b>View Address Detail</b> .
12.	Click the <b>Plus (+)</b> button.
13.	To add a new address, click on <b>Add Address</b> 
14.	Adjust the address to what is should be. Click <b>OK</b> .
15.	Click <b>OK</b> again. 
16.	Click on the <b>Regional</b> tab. 
17.	To enter in the <b>Ethnic Group</b> , click on the <b>Ethnic Group</b> look up.
18.	Click on the appropriate <b>Ethnic Group</b> .
19.	Next, click on the <b>URI I9 Data Box</b> . 
20.	Click on the <b>Eligibility Proof 1 Look Up</b> .
21.	Eligibility Proof 1 can be either a <b>List A</b> item or a <b>List B</b> item. Click on the appropriate item.
22.	If Proof 1 was a List B item, a List C item must also be taken. Click on the <b>Eligibility Proof 2 Look Up</b> .
23.	Only <b>List C</b> items appear, click on the appropriate item.
24.	If you had taken foreign documents, you would be required to enter in the expiration date or the system would not save the information. Click <b>OK</b> .
25.	Click <b>Save</b> . <b>Important:</b> remember to forward all I-9 documentation and social security card to <b>Enrollment Services</b> .
26.	<b>End of Procedure</b> .