To find contact information on the Biographical Details Page:

On the Biographical Details page, scroll down to the Contact Information section. It comprises three sections:

- Addresses (all available)
- Phone (all available numbers)
- Email (only Campus type)

In all three sections, information is listed by Type, which reflects ownership and function (such as home address versus campus office).

By default, the Addresses section displays only one address, but you can request additional addresses or all of them, simultaneously, by using the navigation controls.

The Phone section displays all currently active phone numbers. Commonly used Phone Types include Home, Office, Mobile, Voicemail, and Permanent.

The Email section displays all currently active email addresses. Commonly used Email Types include Campus (princeton.edu) and Home.

**Addresses Page**

All current street addresses are listed, by type, in a grid. For each type of address provided, the following fields are included: Address Type, Address, Effective Date, Status, Edit/View Address Detail, and Add/Address.

If multiple addresses are available, use the links in the navigation header to display all of them.

**Biographical Details Page**

When you access the Personal Information page group, this page is displayed by default. It displays information such as:

- Name (Primary only)
- Date of Birth
- Social Security Number
- Campus ID
- Marital status
- Gender
- Contact Information

Notes: Date of birth and Social Security Number may or may not be displayed. Whether or not you can view these items is determined by your access permissions.

A Campus Community member record may include multiple names, listed by type. Every record contains a Primary name; other types, such as Preferred, are optional. For a complete list of the names on record for an individual, see the Looking Up Names section below.

**Looking Up Names**

1. From the PeopleSoft menu, select Campus Community > Biographical > Names. The Find an Existing Value page is displayed.
2. Enter search parameters and click the Search button. The Names page is displayed.

Names are listed by Type. Only one type, Primary, is required; others, such as Preferred, are optional. For a complete list of the names on record for an individual, see the Looking Up Names section below.

The information included for each name includes Effective Date (the date on which the name became, or will become effective), the Status (whether or not the name is currently being used), and Name History (a summary of the owner’s use of the name).

**Viewing Affiliations**

A Campus Community affiliation is the relationship between Princeton and a person, such as student, alumna, or employee. To look up a person’s affiliation:

1. From the PeopleSoft menu, select Campus Community > Personal Information > Affiliation. The Find an Existing Value page is displayed.
2. Enter search criteria and click the Search button. (For detailed instructions, see the How to Find an Existing Value section.) The Affiliation page is displayed with the following fields: person’s name, affiliation type, and sub-type (if applicable) plus the effective date.
3. Type and Sub-Type - The following table shows valid values for Type and Sub-Type:

<table>
<thead>
<tr>
<th>Affiliation Type</th>
<th>Affiliation Sub-Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumnus or Alumna (AL)</td>
<td>Undergraduate or Graduate Student</td>
</tr>
<tr>
<td>Employee (EM)</td>
<td>HR, DOF, or PPL</td>
</tr>
</tbody>
</table>

- Status - Whether an affiliation is currently Active, Inactive, Terminated, and so on
- System - University business area in which the person's affiliation originated:
  - PSHR - Human Resources
  - PSSA - Student Records
  - IDC - Tigercard Office
  - ADV - Development Office
- Eff Date - Date on which this record becomes effective.
- Primary - A value of Y means the specified affiliation is the predominant one for this person.

**Navigation Options**

- Details link: For additional information about employees, graduate students, and undergraduate students, click the Details link at the beginning of the row. (The Details link may or may not be available, depending on your access.)
- Eff Date - Effective date of the record
- Class Year - Cohort year
- Action/Reason - Additional details about the student’s academic status
- Status and Current status of the affiliation, such as ACTV (active) or LEAV (leave)
- Job Funct - Employee position
- Pay Group - Employee's pay group
- Aff Status - Current status of the affiliation
- Appointment End Date - End date for an appointment, when applicable

**Employee Detail Page**

Click the Details link to display the Affiliations page for an active or former employee. The page includes the following fields:

- Eff Date - Effective date of the record

**Undergraduate Student Detail Page**

Click the Details link to display the Affiliations page for an undergraduate student. The following fields are displayed:

- Eff Date - Effective date of the record

**Graduate Student Detail Page**

Click the Details link to display the Affiliations page for a graduate student. The following fields are displayed:

- Eff Date - Effective date of the record
- Academic Data Fields - Information about the student’s academic career, plan, and program
- Action/Reason - Additional details about the student’s academic status
- Class Year - Cohort year

**Regional Page**

This page specifies the person’s ethnicity, as in the following example:
Viewing Relationships

A Campus Community relationship is the role of a person (such as a spouse) in the life of someone affiliated with Princeton (such as a University employee).

To look up the relationships listed for a Campus Community member:

1. From the PeopleSoft menu, select: Campus Community > Personal Information > Biographical > Relationships > Relationships.

The Find an Existing Value page is displayed.

2. Enter search criteria (such as name) and click the SEARCH (Search) button. A list of people who have relationships with the Campus Community member is displayed.

3. Click anywhere in the row about the appropriate person. The Relationship page is displayed. It shows the following information about the related person: name, relationship type (such as spouse or child), status (active or inactive), effective date, EmpID, and the class year (if an undergraduate).

Viewing an External System ID

An external system ID is an ID number originated by an institution or organization other than Princeton University, such as the Princeton Plasma Physics Lab. To find a Campus Community member’s external system ID, complete the following procedure:

1. Navigate to Campus Community > Identification > External System ID. The Find an Existing Value page is displayed.

2. Enter search values and click the Search button. When the Search Results page is displayed, click the appropriate entry.

The External System ID page for the specified person displays the following information:
- ID number
- System that issued the ID number
- Effective date

Valid types of external system IDs include:
- Advance - Alumni, Development: ID that cross-references the Development system
- Legacy system key: Fake SSN used for someone without a valid SSN
- PPL badge number: ID issued by Princeton Plasma Physics Lab

Tip! If you see more than one External System ID, use the navigation controls in the External System header bar to find the one you need.

Page Formats

When you select Campus Community from the PeopleSoft menu and request a particular type of information, the Find an Existing Value page will be displayed in one of two formats: a short format or a long one.

Simple Search Format

The short-format page contains only two fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>Enter a value appropriate for the selected search criterion</td>
</tr>
</tbody>
</table>

Advanced Search Format

The long-format page contains a choice of five fields for entering one or more search criteria:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Enter an ID number</td>
</tr>
<tr>
<td>Campus ID</td>
<td>Enter the Campus Community ID number</td>
</tr>
<tr>
<td>National ID</td>
<td>Enter the person’s national identification number</td>
</tr>
<tr>
<td>Last Name</td>
<td>Enter the last name of the person</td>
</tr>
<tr>
<td>First Name</td>
<td>Enter the first name of the person</td>
</tr>
</tbody>
</table>

Search Results

Only the first 10 results can be displayed. Enter more information above a search result to view additional records.

1. Click the link in the first column for the appropriate row.
2. For example, if you want affiliation information for Craig Smith, click the Smith link in the first row. The following affiliation listing is displayed:

Procedure

1. From the PeopleSoft menu, select a navigation path, for example, Campus Community > Personal Information > Affiliation > Affiliation. The short-format version of the Find an Existing Value page is displayed, along with the default search parameter, ID.

2. If you don’t know the ID, display the drop-down list for the Search by field, and select another parameter, such as Last Name.

Note: Although First Name is a parameter, you can specify it only in combination with Last Name on the Advanced Search page. If you want to do so, click the Advanced Search link at the bottom of the simple search page. The advanced search page will be displayed.

3. Click the link in the first column for the appropriate row.

4. Continue with the instructions in your procedure.