

Submitting SSNs through CampusNet

The screenshot shows the top navigation bar with tabs for Personal Data, Account, Student, Applicant, FinAid, and Grad Application. Below this is a secondary navigation bar with links for Home, Personal Data, E-Mail, Change Password, Class Search, Parking, and Health Insurance. On the right side, there are links for Contact Us and Logout. Below the navigation bars, there is a green banner with the text: "Submit your Social Security number by clicking on the button below." Below the banner, there is a text box explaining that students must provide a Social Security number (SSN) to Cleveland State to receive financial aid and scholarships. At the bottom of the page, there is an orange button labeled "Submit Your SSN".

**Only individuals with no SSN in pplsoft will be able to submit an SSN through CampusNet.

An SSN can be submitted from the **Personal Data page in CampusNet.

**No employees will be able to submit an SSN using CampusNet, nor student workers and grad assistants (for Payroll purposes).

After clicking on the 'Submit Your SSN' button, the individual is brought to a second page:

The screenshot shows the SSN submission form. The top navigation bar is the same as in the previous screenshot. Below the navigation bars, there is a green banner with the text: "In the fields provided below, enter and confirm your SSN (no dashes or spaces), then press the 'Save' button. Your SSN must contain nine digits." Below the banner, there are two input fields: "SSN:" and "Confirm SSN:". Below the input fields, there are two orange buttons: "Save" and "Cancel".

There are edits in CampusNet to enforce that the SSN entered in both fields matches exactly, and that the SSN entered is nine digits.

When the mouse hovers over the field, the numbers can be seen. Otherwise the numbers are masked:

SSN:

Following successful submission of the SSN, there will be a message in CampusNet confirming receipt:

The screenshot shows a confirmation message box. The text inside the box reads: "Thank you for submitting your Social Security number (SSN). CSU takes protection of your personal information very seriously. Your SSN is used to verify your identity only when necessary and will not be displayed in CampusNet. If you have any questions regarding this submission of your SSN, please contact Campus411 All-in-1 at 216.687.5411 or by e-mail at allin1@csuohio.edu." At the bottom of the box, there is an orange button labeled "Continue >>".