

HOW TO ENTER EXTERNAL ID INFORMATION FOR AN APPLICANT OR STUDENT View or Update External ID Numbers (SWFEXID)

General:

The **External ID** web form allows the viewing and entering of various identification numbers associated with processes both external and internal to McGill. These numbers facilitate the electronic transfer of data between various examination and educational centers.

Check List:

Before you proceed, you must have the following information:

❖ **Your McGill ID** and **PIN** e.g. McGill ID: 150123456 PIN: 987654

1) Go to the **Minerva Information website** (<http://www.is.mcgill.ca/minerva>), select “**Minerva Login**” from the top menu.

2) You will then be asked to login. Enter your **McGill ID** and **PIN** and click on **Login**.

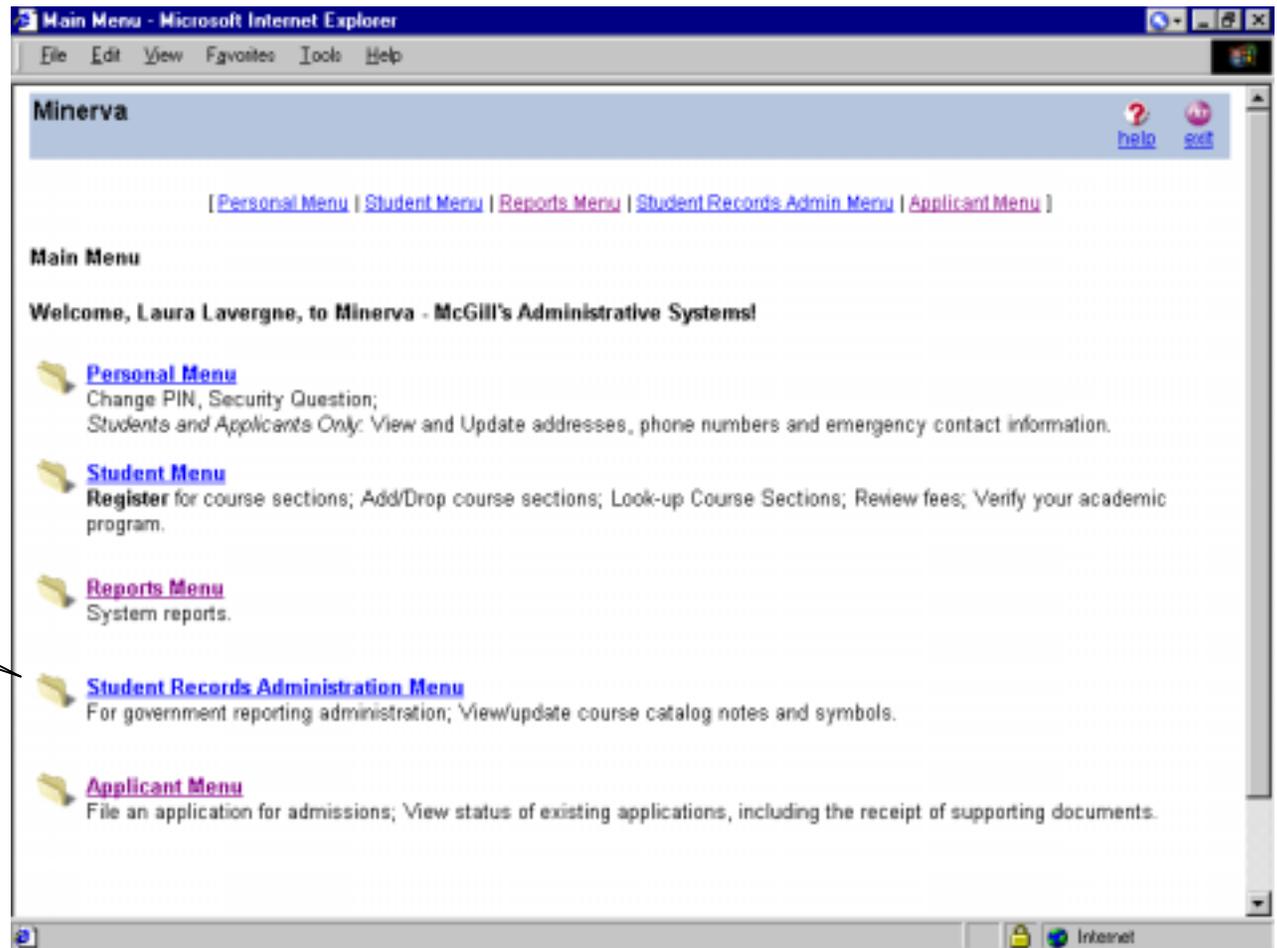
e.g. McGill ID: 150123456 PIN: 987654

You will then be asked to **re-enter your PIN** for verification. Click on **Login**.

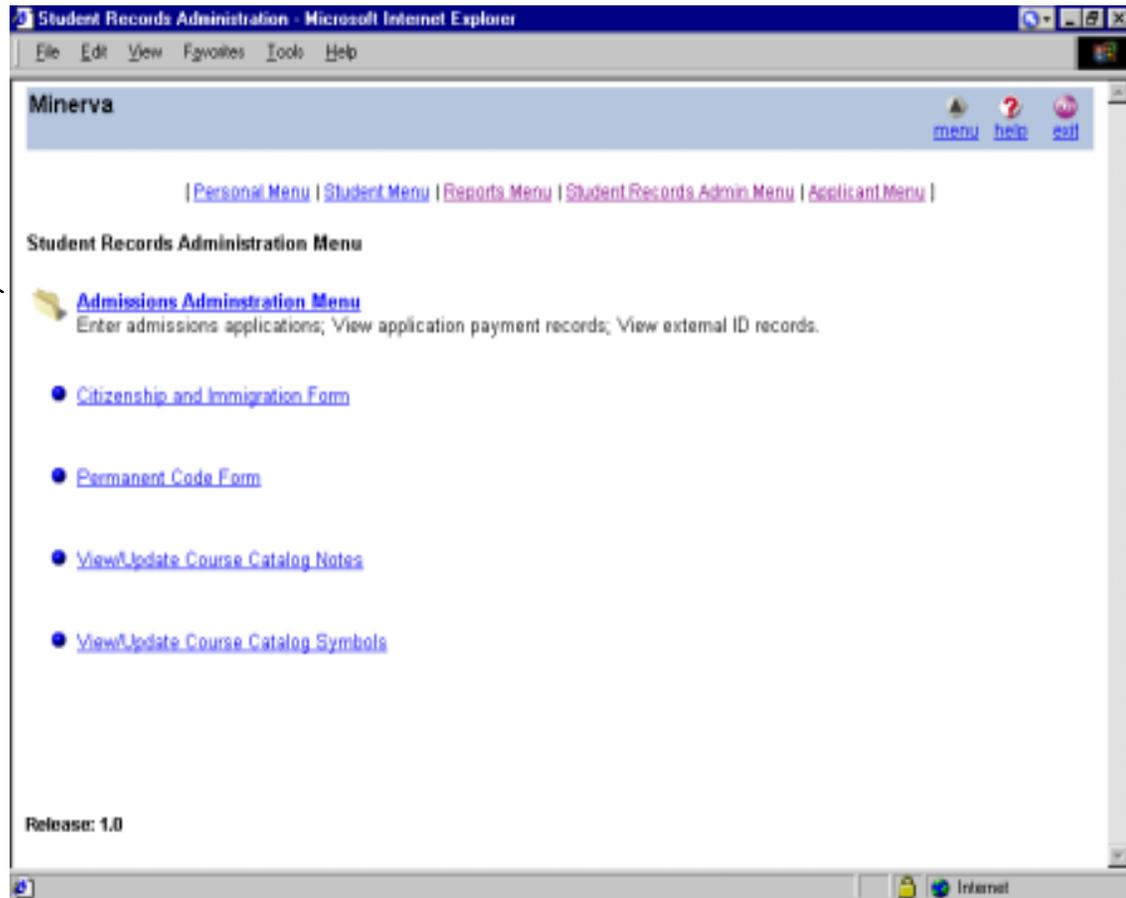
The screenshot shows a Microsoft Internet Explorer browser window titled "User Login - Microsoft Internet Explorer". The address bar contains the URL "https://poseidon.cc.mcgill.ca:4451/mcgg/plsq/fhwghvbs.P_WWWLogin". The page content includes the "Minerva" logo, a "User Login" heading, a warning icon and message: "This is a private information system for use by authorized personnel only. Unauthorized access may lead to legal prosecution.", and instructions: "Please enter your 9 digit McGill Identification Number (ID) and your 6 digit Personal Identification Number (PIN). When finished, click Login." Below this is a note: "When you are finished, please Exit and close your browser to protect your privacy." The login form consists of two input fields: "McGill ID:" and "PIN:", each followed by a text box. Below the fields are "Login" and "Reset" buttons. At the bottom of the page, it says "Release: 4.0.1". The browser's status bar at the bottom shows "Done" and "Internet".

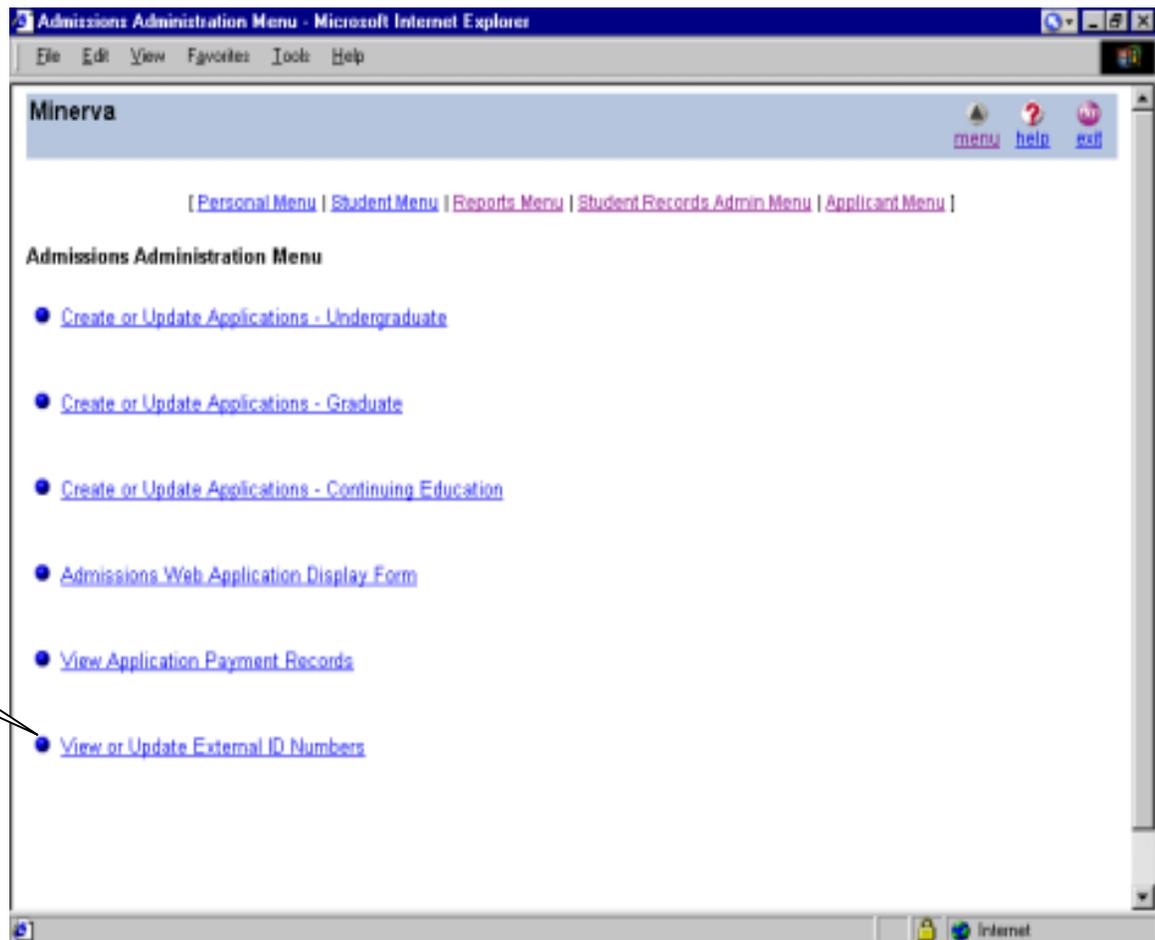
You have now logged in to the Minerva Web Product.

3. Click on the **Student Records Administration Menu** item.



4. Click on the menu item **Admissions Administration Menu**.





4. Click on the submenu item
**View or Update External ID
Numbers**

5. This screen is used to search for the student you will be updating.

If you know the student's McGill ID, simply enter it in the McGill ID field and click on the **Submit** button.

If you do not know the student's McGill ID you will have to perform a search using alternative information about the student such as his/her last name. See the example below.

Field Name	Description
McGill ID	Student's 9-digit identification number. e.g. 110012345
Last Name	Student's last name.
First Name	Student's first name.
Middle Name	Student's middle name.
Birth Date	Day, month and year the student was born. e.g. 01-Jan-**** (the year is blanked out for privacy purposes)
Gender	Gender of the student. M = Male, F = Female
SIN	Social Insurance Number of the student. E.g. 123***123 (the 3 middle numbers are blanked out for security purposes)

Student Search Example:

Say for example you are searching for **Minnie Mouse**.

You would enter Mouse in the **last name** field, and then click on the **Submit** button. See screenshot on right.

A list of people would appear matching your search criteria.

Note: You might get the following message:

“Your search generated more than 20 results! Please narrow down your search criteria and try again”.

If you got this message, narrow down your search by entering more criteria in the fields provided.

e.g. for this example you could enter “Minnie” in the First Name field.

To perform a new search, click on Another Query.

Search for Students

McGill ID	Last Name	First Name	Middle Name	Birth Date	Gender	SIN
<input type="text"/>	Mouse	<input type="text"/>				

Search Form for Student BioData - Microsoft Internet Explorer

Minerva (stud2)

[Personal Information | Employee Services | McGill Fund Administration | Student Records Administration | WebTailor Administration]

Search for Students

McGill ID	Last Name	First Name	Middle Name	Birth Date	Gender	SIN
<u>260010030</u>	Mouse	Mickey	Randy	01-JAN-****	M	278***721
260000333	Mouse	Minnie	Mandy	29-OCT-****	M	123***123
260010307	Mouse	Minnie		01-DEC-****	F	123***123
260010311	Mouse	Minnie		01-DEC-****	F	***

[Another Query](#)

Release: 1.0

Powered by SCT

Internet

6. Once you have found the student you were looking for, click on the blue, underlined McGill ID number.

The following screen appears with the Applicant's External ID information.

All fields are described in the following table.

6. Enter the required fields (described in table below), and click on **Save**.

Click on Reset if you would like to reset all the fields to their original state.

The screenshot shows a web browser window titled "View or Update External ID's - Microsoft Internet Explorer". The address bar shows a URL from posedan.cc.mcgill.ca. The page content includes a header for "Minerva - RTRNG5" with "help" and "exit" links. Below the header are navigation links: "Personal Menu", "Student Records Admin Menu", and "Applicant Menu". The main section is titled "View or Update External ID's" and contains a form with the following fields:

- McGill ID: 999999009
- Name: Banner, Claude
- Term: 200301 (dropdown menu)

Below these fields is a "Change Term" button. A horizontal separator line follows. The next section contains:

- External ID Type: OUAC Reference Number
- External ID: 20031234567
- User: LLAYER
- Activity Date: 12-Apr-2002

Below this section are "Delete", "Update", and "Reset" buttons. Another horizontal separator line follows. The final section contains:

- External ID Type: OUAC Reference Number (dropdown menu)
- External ID: (empty text box)

Below this is an "Add" button. At the bottom of the page is a "Return To Search Page" link.

Term Selection: This section is used to view the external IDs by admission term. It defaults to the first term. Term picklist is determined from the Web Display Rules set up in the Electronic Admissions Rules Form (SAAERUL) and not from the Term Validation table (STVTERM).

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
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✓	1.	ID	View only.		Student's 9-digit identification number. E.g. 110012345	
✓	1.	Name	View only.		Student's first & last name.	
✓	1.	Term	To change to another admission term, click in the term field, select the desired term and then click on the 'Change Term' button.	The external IDs (if any) associated with the new term will display below.	Latest admission term to which ID is attached.	SAAERUL

Modifying or Deleting External ID records: This block is used to view, delete or update any existing external ID records associated with the term selected in the term section above.

			To delete an external ID: Click on the 'Delete' button associated with the External ID that you wish to delete.	The external ID section will be removed.		
			To modify an external ID: Click in the External ID field that you wish to modify. Enter the corrected ID number. Click on the Update button.	The new External ID number will override the previous number.		

Adding New External IDs: This block is used to add new external ID records associated with the term selected in the term section above.

			To add an external ID: In the External ID Type box select the type you wish to add. Add the ID number in the number field. Click on the Add button.	The new external ID type will be added to the record for the term selected.		

Troubleshooting:

Timed out of Minerva Web Product

If you are inactive for an extended period of time you will be automatically logged out of the Minerva Web Product. The login box will reappear, simply re-enter your McGill ID and PIN and continue.



30 minute inactivity caused web session timeout.

McGill ID:

PIN: