Overview

**Navigation:** Admin Home > Campus Community > Person Data > Student Services Center

The search page will open.

1. Enter the student’s ID and click Search. Note: In the new SIS, the student’s ID was derived by replacing the “A” in the current PID with the number “1” (e.g., PID A23456789 is ID 123456789 in the new SIS). If you do not know the ID, search by Last Name/First Name, Campus ID, etc.
2. Select the student’s “Academics” tab, then click “Edit Program Data.”
3. Click the “+” at top right of the Student Details section to add a new row.

4. Select the magnifying glass icon next to “Program Action” and from the results menu select “DATA.”
5. Select the magnifying glass icon next to “Action Reason” and from the results menu select “Delivery Method Change.”

6. Next select the “Additional Information” tab at the top of the window.

8. Select the magnifying glass icon next to the empty box which will appear beneath the “Attribute” selection box, opening the “Prompt for Delivery Method” popup. From these values, select the delivery method that is correct for the student (in this example, we are selecting “OC_VARIOUS”).
9. Hit “OK” at bottom left to save all changes.

10. Please note that if more than one delivery method exists, you can click “+” and add as many values as needed.