

## Resolve Person Match Requests

### 1 Purpose

This document provides College and Career Readiness (CCR) staff at North Carolina community colleges with instructions on how to resolve person match requests in the College Information System (CIS) Ellucian Colleague application.

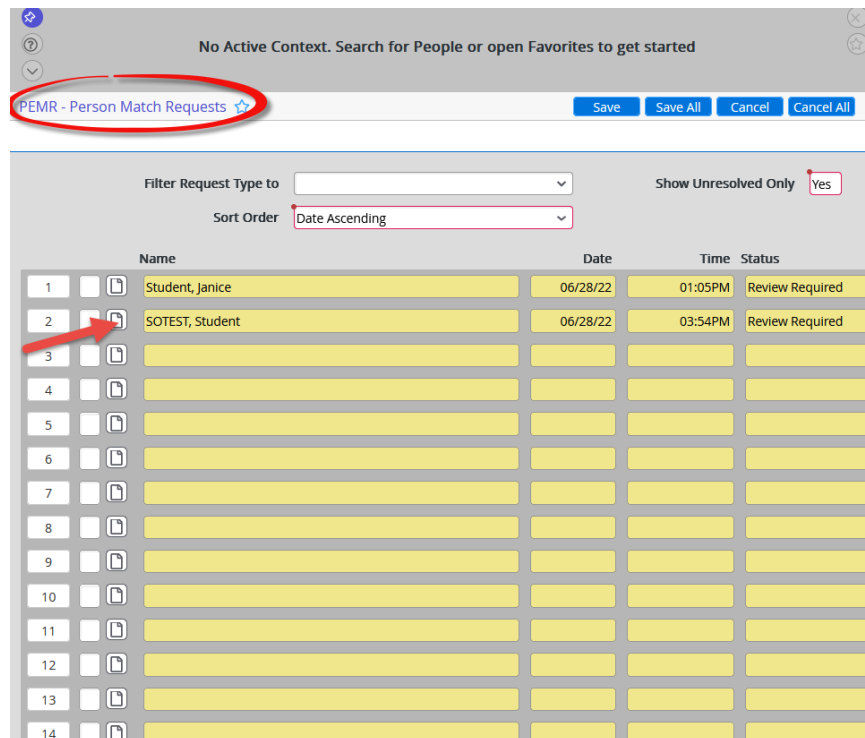
### 2 Person Match Requests (PEMR)

Access the **Person Match Requests (PEMR)** form to display all person match requests that must be resolved.

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Note: Upon access, only unresolved person match requests will display.

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**Figure 2.1 – PEMR – Person Match Requests**

The following field descriptions are provided as guidance when using the **PEMR** form:

- **Filter Request Type to:** Leave this field blank to resolve duplicates from ADVANSYS.
- **Sort Order:** Select the sort order for the requests.
- **Show Unresolved Only:** Enter **Y** to display unresolved person match requests only. Enter **N** to display all resolved and unresolved person match requests.

Detail on any request to access the **Resolve Person Match Requests (RPMR)** form, which displays possible duplicates.

### 3 Resolve Person Match Requests (RPMR)

Use the **Resolve Person Match Requests (RPMR)** form to either specify whether a Colleague person is a match for an ADVANSYS student or to create a new person in Colleague.

**Figure 3.1 – RPMR – Resolve Person Match Requests**

The following field descriptions are provided as guidance when using the **RPMR** form:

- **Duplicate Y/N:** Enter **Y** or **N** to indicate if the person is a duplicate of the external/incoming person record. Enter only a single **Y** in this list. Marking a record as **Yes** indicates that this already existing person record is identical to the external person indicated in the match request. Detailing from the field, access the following forms to help you determine if the external person is a duplicate of an existing person:
  - **Name and Address Entry (NAE)**
  - **Biographic Information (BIO)**
  - **Additional Demographics (DADD)**
- **Resolved Dupl ID:** This field defaults based on the entry in the **Duplicate Y/N** field. Use this field to enter an existing Colleague person ID that is not identified on the form as a possible duplicate. To create a new person record, leave this field blank and enter **Y** in the **Reject All Duplicates and Create NEW Person**.
- **Reject All Duplicates and Create NEW Person:** Enter **Y** to reject all duplicates identified and create a new person record.
- **View Full Request:** Detail on this field to access the **View Person Match Requests (VPMR)** form, which displays all available data for the external person.

#### 4 View Person Match Request (VPMR)

PEMR • RPMR • **VPMR - View Person Match Request** ☆

Save Save All Cancel Cancel All

Alternate IDs Value 1/1

Name LFM Smith Joshua

Chosen LFM

Former LFM

SSN 123-86-7382 Birth Date 01/03/2000 Gender M

Alt IDs/Types	1	2
	244688	ADV ADVANSYS Student Id

Address

1	2	Address Type
200 W. Jones St.		H Home/Permanent

CSZ/Cnty Raleigh NC 27603 092 Wake

Country US United States Carrier Route Correction Digit

Phones/Types/Exts	1	2
	(919) 803-71	H Home

Emails/Types	1	2
	joshua.smith@gmail.com	PPr

Request ID 36 GUID 7d57e76c-442b-43b4-a022-cb3fff6a0700

Request Type Prospective or Applicant Originator ETHOS\_ADVANSYS

Colleague ID

Init Status Review Required Date 08/18/22 Time 02:56PM

Final Status Date Time

Decision By

Figure 4.1 – VPMR – View Person Match Request