

3.4 Viewing a Student's E-mail address

The General Person Email Form is used to maintain an unlimited number of email addresses for all persons associated with U of M. Alternate form is GOAEMAL.

The screenshot displays the Oracle Fusion Middleware Forms Services interface for the 'General Person Identification' form (SPAIDEN 8.5.3.1 (PROD)). The window title is 'Oracle Fusion Middleware Forms Services: Open > SPAIDEN [Q]'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for navigation and editing. The main form area shows the 'E-mail' tab selected, with the following fields and options:

- ID:** 00220949, Student, Test
- Generate ID:** [Icon]
- Current Identification:** Alternate Identification, Address, Telephone, Biographical, **E-mail**, Emergency Contact, Additional Identification
- E-mail Type:** STU, Dixie State College Student
- E-mail Address:** tstudent1@dmal.dixie.edu
- Comment:** [Redacted]
- Activity Date:** 11-AUG-2011
- User:** DMAL
- Options:** Preferred, Inactivate, Display on Web, URL

Below the first entry, there are two more empty forms for adding additional email addresses, each with fields for E-mail Type, E-mail Address, Comment, Activity Date, and User, and checkboxes for Preferred, Inactivate, Display on Web, and URL.

At the bottom of the form, there is a status bar with the text 'E-mail Type; LIST for available types.' and 'Record: 1/1'.

1. Access the General Person Form (**SPAIDEN**) from the General Menu.
2. In the ID field, enter the U of M ID of the student
 - If you do not have the ID of the student, click the **Search** icon to find the student (see pages 5-6 for additional instructions).
3. Perform a **Next Block**.
4. Select the **E-mail** tab.
 - The e-mail information will be displayed.
 - Use the scroll bar to the right or down arrow to view additional information.
5. To view another student, click the **Rollback** icon (or **shift F7**) and repeat steps 1-3.
6. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).