



Correcting Names

Description

Some people are input incorrectly – the last and first names are reversed, or the name is incorrectly spelled. In these cases, you will correct the name in Census. After saving the changes, the correct name will display on all screens. If the name is to be changed as a result of marriage, divorce, adoption, etc., refer to the reference sheet for **Changing Names**.

1. In the **Navigation Pane** open the **Census** then select **People**. Open the **Search** tab and type the incorrect last name. Click on the person's name to choose him/her.
2. The full Census screen will display with all the tabs. Open the **Demographics** tab.
3. Correct the name. Click on the **Save** button.

A screenshot of the Infinite Campus software interface, specifically the "Demographics" tab. The interface has a yellow header bar with the following tabs: "Demographics", "Identities", "Households", and "Rel.". Below the header bar are three buttons: "Save" (with a floppy disk icon), "Delete" (with an 'X' icon), and "Print" (with a printer icon). A red arrow points from the "Save" button down to the "Person Information" section. The "Person Information" section contains the following fields:

- PersonID: 239063
- *Last Name: smithjones
- *First Name: smithjones
- Middle Name: (empty)
- *Gender: (dropdown menu)
- Birth Date: (calendar icon)
- Soc Sec Number: (three input boxes)
- Race/Ethnicity: (dropdown menu)