

The following outlines how to include a first, and if necessary, second language for a student. Also included are instructions if there is an update or an error in the language(s) indicated.

1. Click the **Campus Community** link.

[Campus Community](#)

2. Click the **Personal Information (Student)** link.

[Personal Information \(Student\)](#)

3. Click the **Biographical (Student)** link.

[Biographical \(Student\)](#)

4. Click the **Personal Attributes** link.

[Personal Attributes](#)

5. Click the **Language - LERS Reporting** link.

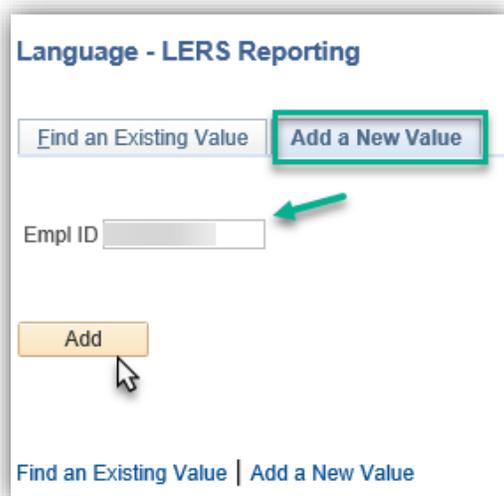
[Language - LERS Reporting](#)

6. The first time you enter a language for a student you must Add a New Value. Click the **Add a New Value** tab.

[Add a New Value](#)

7. Enter the Student ID number in the Empl ID field. (For FOIP reasons the actual student ID number has been removed). Click the **Add** button.

[Add](#)



**Language - LERS Reporting**

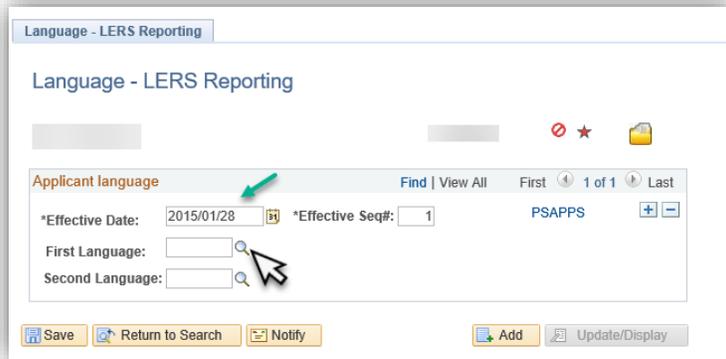
[Find an Existing Value](#) **[Add a New Value](#)**

Empl ID

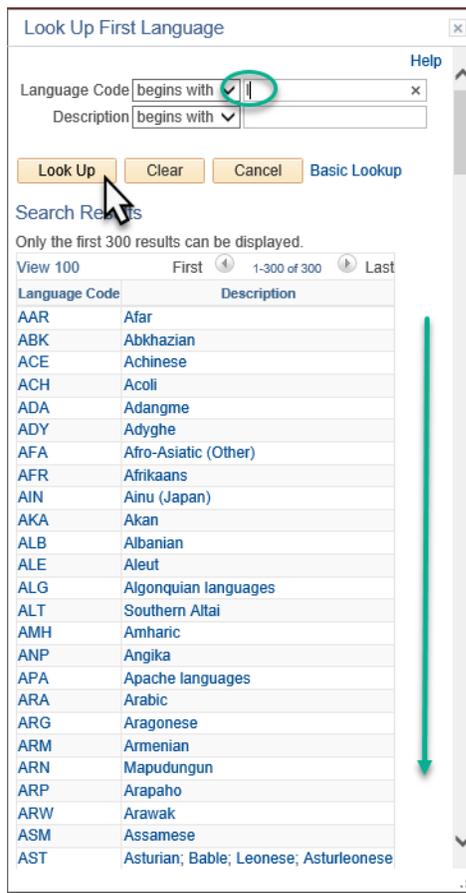
[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

8. Note the Effective Date will be defaulted to the current date (e.g. 2015/01/28). This can be changed if desired. Click the **Look up magnifier for First Language**. 

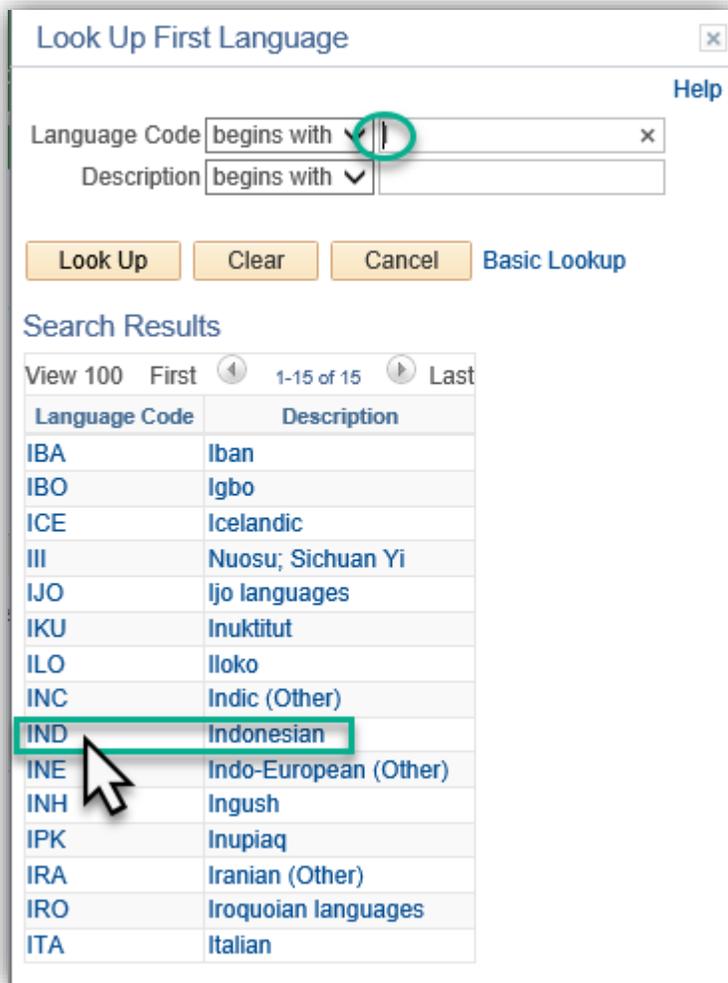


9. There are several hundred languages available. The first language as indicated by the student should be entered here. If desired scroll down the list or enter the first letter of the language and press **Look Up** or **Enter**. For this example the letter **I** will be entered for IND Indonesian as the first language. Enter the desired information into the **Language Code** field. Enter a valid value e.g. "I". Click the **Look Up** button.



Language Code	Description
AAR	Afar
ABK	Abkhazian
ACE	Achinese
ACH	Acoli
ADA	Adangme
ADY	Adyghe
AFA	Afro-Asiatic (Other)
AFR	Afrikaans
AIN	Ainu (Japan)
AKA	Akan
ALB	Albanian
ALE	Aleut
ALG	Algonquian languages
ALT	Southern Altai
AMH	Amharic
ANP	Angika
APA	Apache languages
ARA	Arabic
ARG	Aragonese
ARM	Armenian
ARN	Mapudungun
ARP	Arapaho
ARW	Arawak
ASM	Assamese
AST	Asturian; Bable; Leonese; Asturleonese

10. The search list of languages will be reduced to languages beginning with the letter "I". For this example, select IND Indonesian as the first language. Click the **IND** link.



**Look Up First Language** Help

Language Code begins with  x

Description begins with

**Look Up** **Clear** **Cancel** **Basic Lookup**

**Search Results**

View 100 First 1-15 of 15 Last

Language Code	Description
IBA	Iban
IBO	Igbo
ICE	Icelandic
III	Nuosu; Sichuan Yi
IJO	Ijo languages
IKU	Inuktitut
ILO	Iloko
INC	Indic (Other)
<b>IND</b>	<b>Indonesian</b>
INE	Indo-European (Other)
INH	Ingush
IPK	Inupiaq
IRA	Iranian (Other)
IRO	Iroquoian languages
ITA	Italian

11. IND Indonesian will populate the First Language field. If necessary, a second language may be indicated. Click the **Look up magnifier for Second Language** button. 



**Applicant language** Find | View All First 1 of 1 Last

\*Effective Date: 2015/01/28 31 \*Effective Seq#: 1 PSAPPS + -

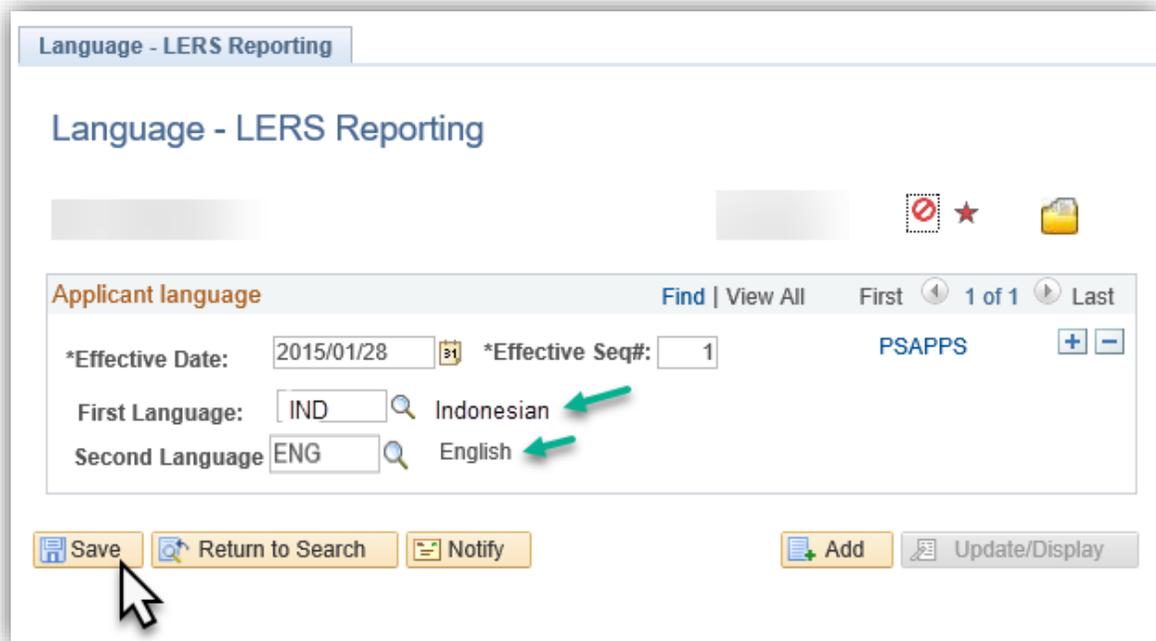
First Language:  x Indonesian 

Second Language:  x 

12. Enter the desired information into the **Language Code** field. Enter a valid value e.g. "e" for English. Click the **Look Up** button.

**Look Up**

- The search list of languages will be reduced to languages beginning with the letter "e". For example, select ENG English as the second language. Click the **ENG** link.
- When the language(s) have been entered save the results. Click the **Save** button.



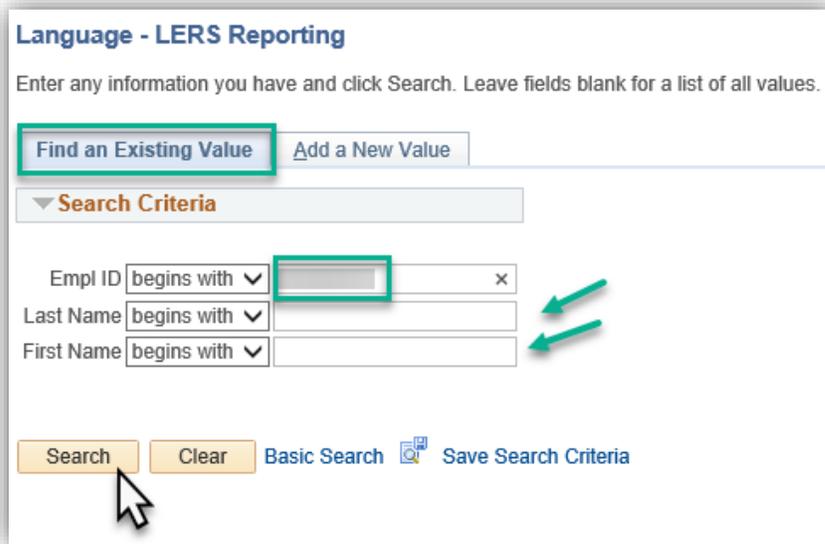
### Update Language:

Follow these next steps to change the language(s) if there is an update or an error in the language(s) indicated.

- Click the **Campus Community** link.  
[Campus Community](#)
- Click the **Personal Information (Student)** link.  
[Personal Information \(Student\)](#)
- Click the **Biographical (Student)** link.  
[Biographical \(Student\)](#)
- Click the **Personal Attributes** link.  
[Personal Attributes](#)
- Click the **Language - LERS Reporting** link.  
[Language - LERS Reporting](#)

6. If there is an update or an error in the language(s) indicated search for the student by entering the Student ID or any search criteria (eg. Last Name and First name). Click the **Search** button.

**Search**



**Language - LERS Reporting**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

▼ **Search Criteria**

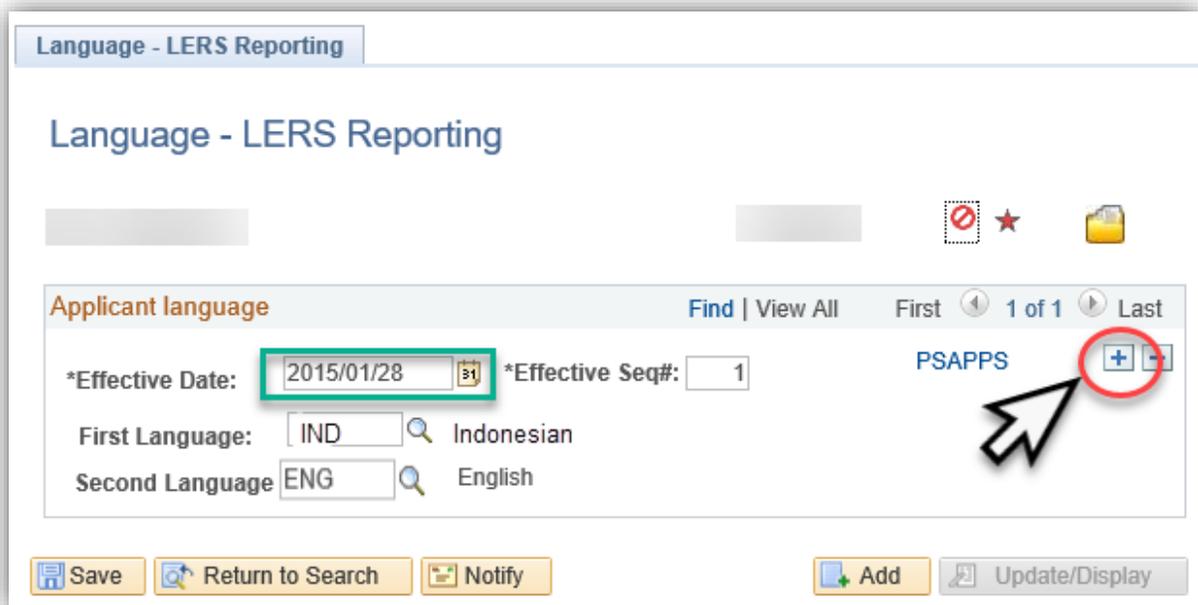
Empl ID begins with [ ] x

Last Name begins with [ ]

First Name begins with [ ]

**Search** **Clear** Basic Search  **Save Search Criteria**

7. Note the previous entry is effective dated therefore any changes must be completed by adding a new row and entering a new effective date. Click the **Add a new row** button.



**Language - LERS Reporting**

Applicant language Find | View All First 1 of 1 Last

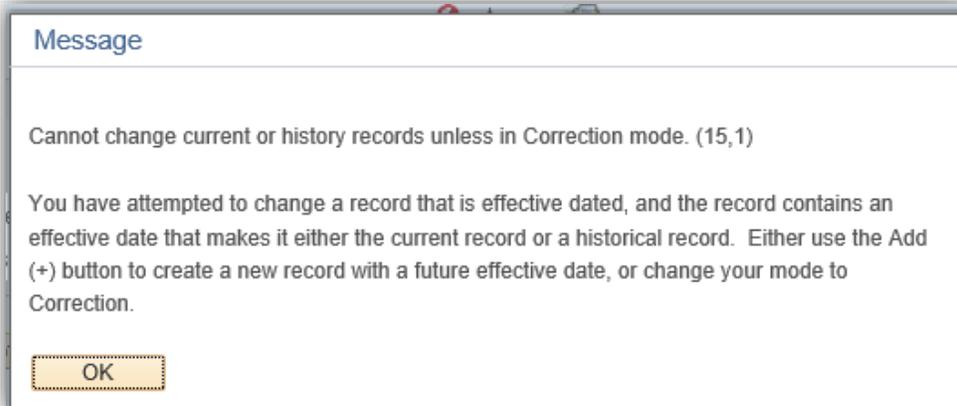
\*Effective Date: 2015/01/28 \*Effective Seq#: 1 PSAPPS **+**

First Language: IND Indonesian

Second Language: ENG English

**Save** **Return to Search** **Notify** **Add** **Update/Display**

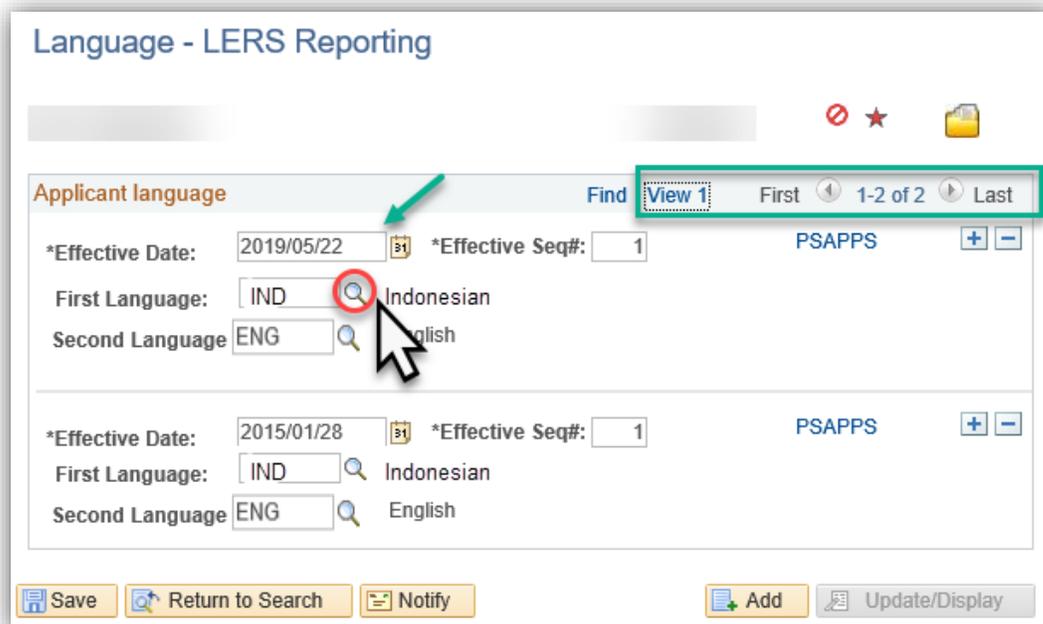
8. **Note:** If you attempt to change a language without adding a new effective dated row, you will see this error message.



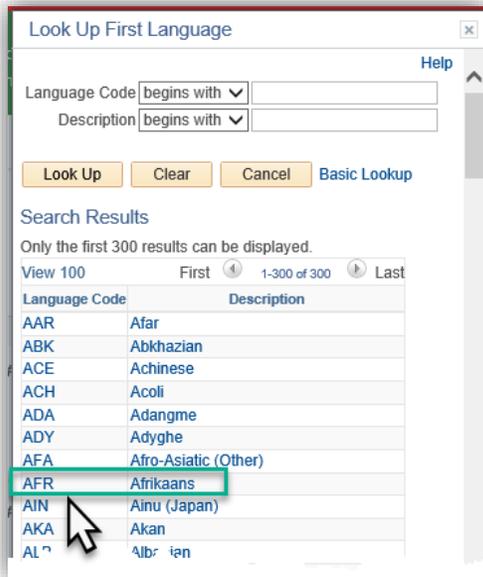
9. After adding a new row, **View All** allows you to expand the information and see the new, effective dated row. Click the **View All** link.

[View All](#)

10. Ensure you are changing the language in the new effective dated row. Click the **Look up magnifier for First Language** button.



11. For this example, change the first language from Indonesian to AFR Afrikaans. Click the **AFR** link.



Look Up First Language

Language Code begins with

Description begins with

Look Up Clear Cancel Basic Lookup

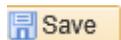
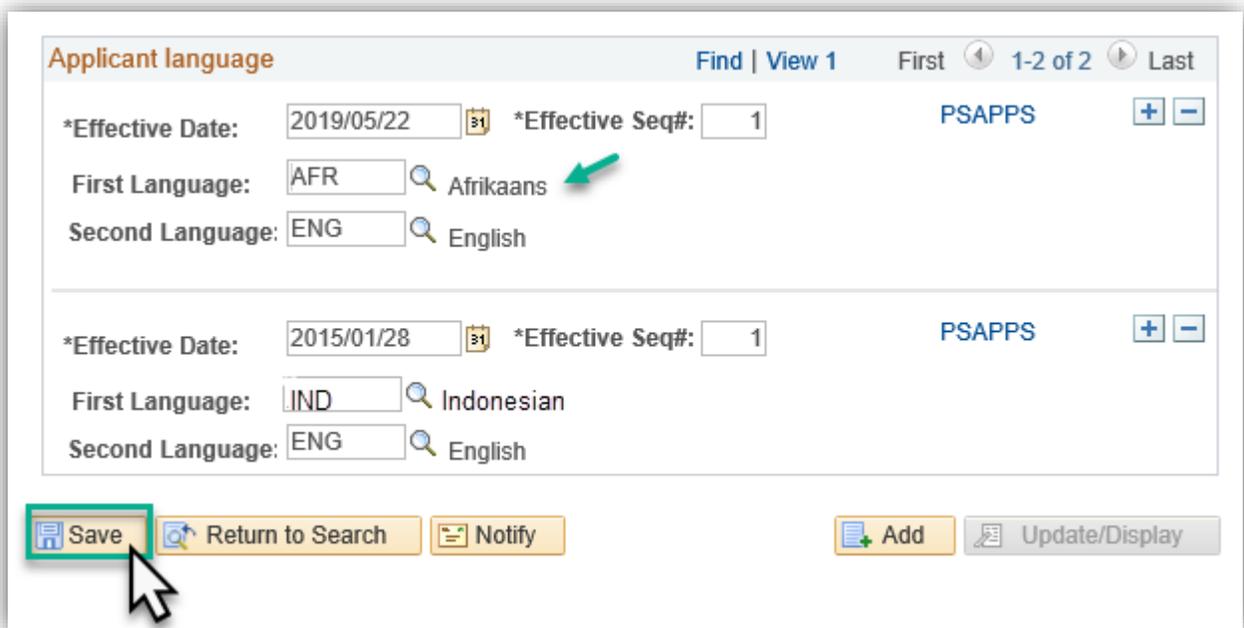
Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Language Code	Description
AAR	Afar
ABK	Abkhazian
ACE	Achinese
ACH	Acoli
ADA	Adangme
ADY	Adyghe
AFA	Afro-Asiatic (Other)
<b>AFR</b>	<b>Afrikaans</b>
AIN	Ainu (Japan)
AKA	Akan
ALB	Albanian

12. If no additional changes are required save the changes. Click the **Save** button.

Applicant language Find | View 1 First 1-2 of 2 Last

\*Effective Date: 2019/05/22 \*Effective Seq#: 1 PSAPPS + -

First Language: AFR Afrikaans

Second Language: ENG English

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\*Effective Date: 2015/01/28 \*Effective Seq#: 1 PSAPPS + -

First Language: IND Indonesian

Second Language: ENG English

Save Return to Search Notify Add Update/Display

This completes the lesson on Entering Languages. For the corresponding online learning, consult the Student and Enrolment Services website.

**End of Procedure.**