

Changing Demographic Data

Step 1:	From the Primary Window, click in the demographics box.
Step 2:	Modify the name, address, and/or phone number as needed. If the borrower's name has changed due to marriage, enter the former name in the Maiden text field and the new name in the Last text field. If the name should be hyphenated, place a – in the Hyphen text field.
Step 3:	Select a Source from the drop-down in the top right corner of the screen.
Step 4:	Click the Save Changes button.

The screenshot shows a software window titled "Changing Demographic Data" with a menu bar (File, Help) and a toolbar (Save Changes, Undo Changes, Billed Loans, Other Info, New Reference, Copy Student, Help). The main area is a blue form for a student named RISA MORRIS LYNCH. The form includes fields for personal details (First, Last, Middle, Maiden, Hyphen, Add1, Add2, City, State, Zip), contact information (Phone, Work, Fax, Cell, E-Mail), and administrative data (Status, Class Year, SID, Old#, Drop, DMV). A "Send Bill" section has radio buttons for Yes and No. An "ACH Information" table is visible at the bottom, showing a summary of payments. The "Drivers Information" section is partially visible at the very bottom.

CP	FD/TP	Permanent	Temporary	Permanent	ABA	Account Number	AC
**	TOTALS	.00	.00	.00			