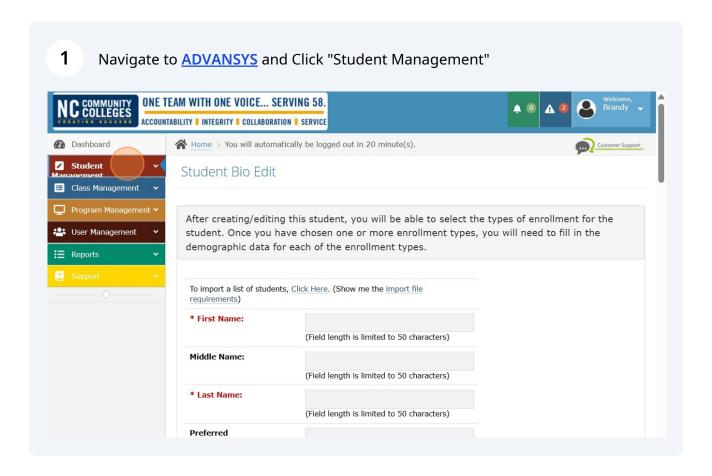
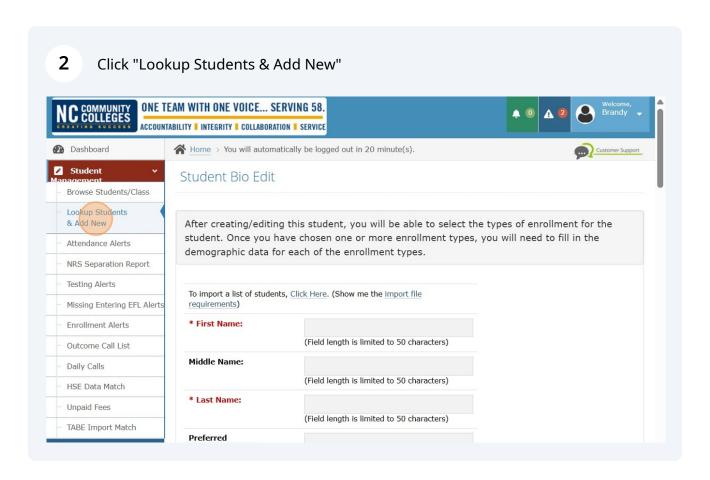
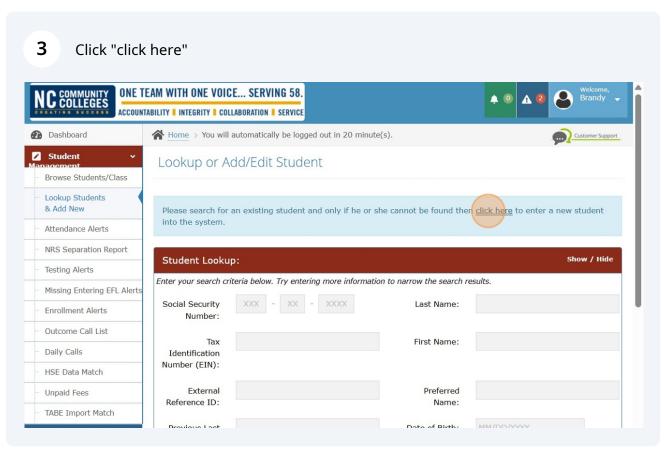
## How to Enter ITIN or EIN When SSN Is Not Provided

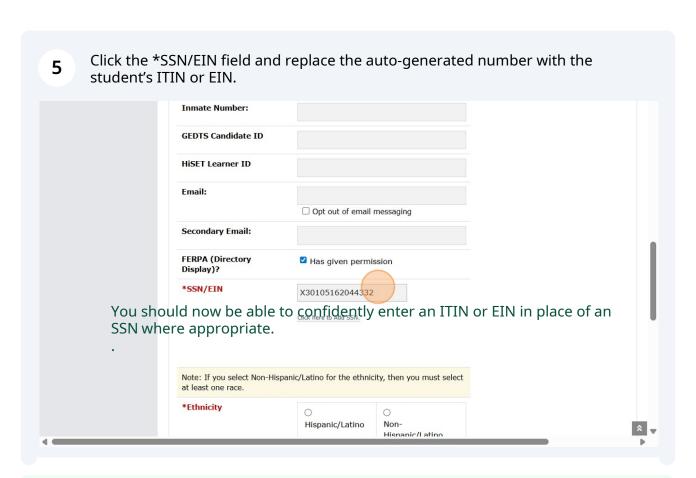
This job aid provides step-by-step instructions for entering an Individual Taxpayer Identification Number (ITIN) or Employer Identification Number (EIN) in place of a Social Security Number (SSN) when registering students who do not provide an SSN. If a student has an SSN, it should always be entered in the record. This guide is designed to ensure accurate data entry, support compliance with program requirements, and assist staff in correctly updating the SSN/EIN field in the system.







4 Click "If student does not have SSN, Click here." Inmate Number: **GEDTS Candidate ID** HiSET Learner ID Email: Opt out of email messaging Secondary Email: FERPA (Directory Has given permission Display)? \*SSN/EIN Note: If you select Non-Hispanic/Latino for the ethnicity, then you must select at least one race. \*Ethnicity Hispanic/Latino Non-Hienanic/Latino



Remeber to click Save, then navigate to the Approvals Pending page in ADVANSYS to approve either the NRS registration (for new students) or the student profile change (for updates to existing records). If you have any questions or need further assistance, please submit a Service Now ticket (Community Colleges) and BITS ticket (CBOs)