

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.

1 Navigate to [ADVANSYS](#) and Click "Student Management"

NC COMMUNITY COLLEGES
ONE TEAM WITH ONE VOICE... SERVING 58.
ACCOUNTABILITY | INTEGRITY | COLLABORATION | SERVICE

Dashboard Home > You will automatically be logged out in 20 minute(s). Customer Support

Student Management

Class Management

Program Management

User Management

Reports

Support

Student Bio Edit

After creating/editing this student, you will be able to select the types of enrollment for the student. Once you have chosen one or more enrollment types, you will need to fill in the demographic data for each of the enrollment types.

To import a list of students, [Click Here](#). (Show me the [import file requirements](#))

* **First Name:**
(Field length is limited to 50 characters)

Middle Name:
(Field length is limited to 50 characters)

* **Last Name:**
(Field length is limited to 50 characters)

Preferred

2 Click "Lookup Students & Add New"

NC COMMUNITY COLLEGES
ONE TEAM WITH ONE VOICE... SERVING 58.
ACCOUNTABILITY | INTEGRITY | COLLABORATION | SERVICE

Welcome, Brandy

Dashboard

Home > You will automatically be logged out in 20 minute(s).

Customer Support

Student Management

- Browse Students/Class
- Lookup Students & Add New**
- Attendance Alerts
- NRS Separation Report
- Testing Alerts
- Missing Entering EFL Alerts
- Enrollment Alerts
- Outcome Call List
- Daily Calls
- HSE Data Match
- Unpaid Fees
- TABE Import Match

Student Bio Edit

After creating/editing this student, you will be able to select the types of enrollment for the student. Once you have chosen one or more enrollment types, you will need to fill in the demographic data for each of the enrollment types.

To import a list of students, [Click Here](#). (Show me the [import file requirements](#))

*** First Name:**
(Field length is limited to 50 characters)

Middle Name:
(Field length is limited to 50 characters)

*** Last Name:**
(Field length is limited to 50 characters)

Preferred

3 Click "click here"

NC COMMUNITY COLLEGES
ONE TEAM WITH ONE VOICE... SERVING 58.
ACCOUNTABILITY | INTEGRITY | COLLABORATION | SERVICE

Welcome, Brandy

Dashboard

Home > You will automatically be logged out in 20 minute(s).

Customer Support

Student Management

- Browse Students/Class
- Lookup Students & Add New**
- Attendance Alerts
- NRS Separation Report
- Testing Alerts
- Missing Entering EFL Alerts
- Enrollment Alerts
- Outcome Call List
- Daily Calls
- HSE Data Match
- Unpaid Fees
- TABE Import Match

Lookup or Add/Edit Student

Please search for an existing student and only if he or she cannot be found then [click here](#) to enter a new student into the system.

Student Lookup: [Show / Hide](#)

Enter your search criteria below. Try entering more information to narrow the search results.

Social Security Number: - - Last Name:

Tax Identification Number (EIN): First Name:

External Reference ID: Preferred Name:

Previous Last: Date of Birth:

4 Click "If student does not have SSN, Click here."

The screenshot shows a student profile form with the following fields and options:

- Inmate Number:** [Text input field]
- GEDTS Candidate ID** [Text input field]
- HiSET Learner ID** [Text input field]
- Email:** [Text input field]
☐ Opt out of email messaging
- Secondary Email:** [Text input field]
- FERPA (Directory Display)?** ☒ Has given permission
- *SSN/EIN** [Masked input field: XXX - XX - XXXX]
[If student does not have SSN, Click here.](#)
- Note:** If you select Non-Hispanic/Latino for the ethnicity, then you must select at least one race.
- *Ethnicity**
 - ☐ Hispanic/Latino
 - ☐ Non-Hispanic/Latino

5 Click the *SSN/EIN field and replace the auto-generated number with the student's ITIN or EIN.

The screenshot shows the same student profile form as above, but with the *SSN/EIN field highlighted. The field now contains the auto-generated number X30105162044332. A green text overlay states: "You should now be able to confidently enter an ITIN or EIN in place of an SSN where appropriate." Below the field, there is a small link: [Click here to Add SSN.](#)

Remember 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)