SIMS IAF: How to request SIMS person profile change

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Below is the process for requesting a change to an existing SIMS person profile. Changes can be name, department affiliation or address changes.

1. From IAF menu bar select Request Add Person

2. Add Person form will display

   ![Add Person Form](image)

3. Validate PSU Access Account ID by selecting "red" lookup icon

   ![Access Account ID](image)

4. When PSU Access Account ID is validated, the lookup icon will appear "green"

   ![Access Account ID](image)

5. If the user has a SIMS profile, the profile information will import into the form

   A record for jjh6 already exists. (Click here to show current information). If you cannot access this record, or wish to update some information, you may submit update request.

6. If you are changing the Department Affiliation, the affiliation must be validated

   ![Department Affiliation](image)

7. Once all required fields are completed the Submit button is enabled.

8. You will receive a message at the bottom of the form and an email confirming the request will be sent from simlists@psu.edu.

9. You will receive an email confirmation once the requested change is completed.

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