PeopleSoft V9 Relations with Institution

Navigation: [https://sahr.uakron.edu](https://sahr.uakron.edu)
Campus Community > Personal Information > Biographical > Relationships > Relations with Institution

The Relations with Institution page displays:

1. **Enter the Search criteria.**
   - **Relations with Institution**
   - Enter any information you have and click Search. Leave fields blank for a list of all values.
   - **Find an Existing Value**
   - **ID:** begins with
   - **Campus ID:** begins with
   - **National ID:** begins with
   - **Last Name:** begins with
   - **First Name:** begins with
   - **Search**
   - **Clear**
   - **Basic Search**
   - **Save Search Criteria**

2. **Optional:** To set this page as a favorite, click the **Add to Favorites** link located in the upper right of the screen. Then, to reuse the Favorite, select **My Favorites** from the menu and select “Relations with Institution”.

3. **Enter the Student’s ID, SSN (National ID) or use the Name fields.**
   - Click the **Search** button.

   **Current Student**
   - A Current Student indicates the individual has an active program – enrollment is **NOT** a criterion.
   - **Undergraduate** and **Law** students are placed on leave of absence (inactive student program) after 4 years of no enrollment.
   - **Graduate** students are placed on leave of absence (inactive student program) after 2 years of no enrollment.