

GetMyDocument

View Only User / Corrections
Tax Year 2011

Warnings may be generated if another University has already loaded an account into the GetMyDocument site, with a different student name.

For Example

- One UW school loads an account by the name of: **Ben** Lowman
- Then another school tries loading the same SSN for **Benjamin** Lowman

This record has the following warnings

- **First Name mismatch: 210001367960**

A **Warning** is generated because the names are not matching even though the SSN may match exactly. The first record loaded becomes the record to match against.

Log in on the GMD site using the viewonly User Id. This will allow you to view not only your students but also other UW student records as well. You can search by the SSN to find the listing for that student.

In this example, if you determine that the account was loaded under the name of Ben Lowman, you can change your name to Ben as well. If you prefer not to make a change to the name in your file, from what is already listed, you can still load the file as is.

If you find that the SSN you are referencing has a totally different name, or even just a last name change you will need to contact Terri for her to make the determination of which name is correct.

If you do not find the SSN listed on the site when looking it up under the viewonly login, and yet you are receiving a **Warning** that the account already exists, this will mean that there is another non-UW school that has listed this student as well. Again, contact Terri and we will look up the account to see if a University Association needs to be created for you.

Behind the scenes, UAS will make the association adding the UW school name to the particular student. This will then allow you to load the account to the system from your file without making the name change.