

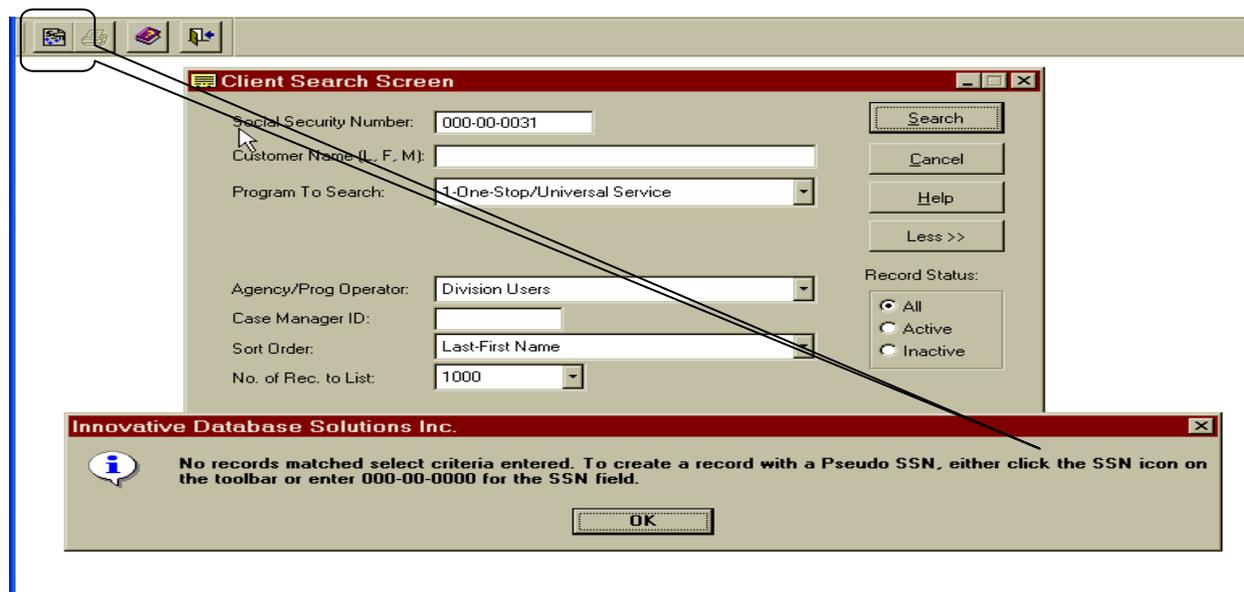
Obtaining Pseudo SSN in the MIS

This Training Guide will help you obtaining a Pseudo SSN for the client who does not want to provide one.

1. Type 000-00-0000 in the Social Security Number field on the Client Search Screen, then click the Search button
2. The MIS will display a dialogue box asking if you want to create the record using the MIS provided Pseudo SSN. Click Yes and the record will be created



3. If you type in a SSN starting with 000 and click search button, the MIS will ask if you want to create a Pseudo SSN. Click OK, then the Pseudo SSN Icon and the MIS will generate a SSN for the client. See #2 above



Please address your MIS assistance requests to the MIS Help Desk

ESD MIS users are asked to send their requests for technical assistance to Deb Mucha.

MIS Help Desk

mis.helpdesk@alaska.gov