

### Employee – Provide New SSN and Complete Form I-9 Section 1

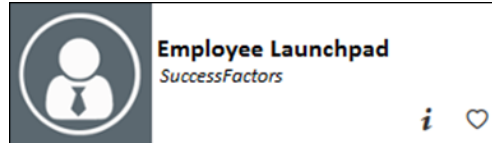
Last Updated: 11/19/2025

These instructions explain how an employee can enter their Social Security Number (SSN) after completing the New Hire Wizard without one. Once they receive their SSN from the Social Security Administration, they will follow this process to update their SSN and complete the Form I-9 and e-signature.

#### Access SuccessFactors

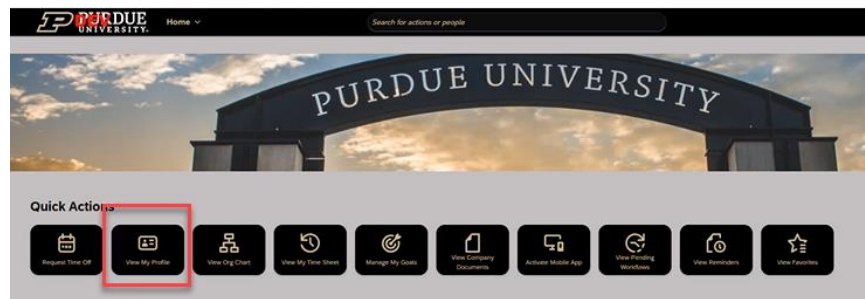
Visit **OneCampus** and select **Success Factors**.  
Log in with User Id and Password.

<https://one.purdue.edu/>



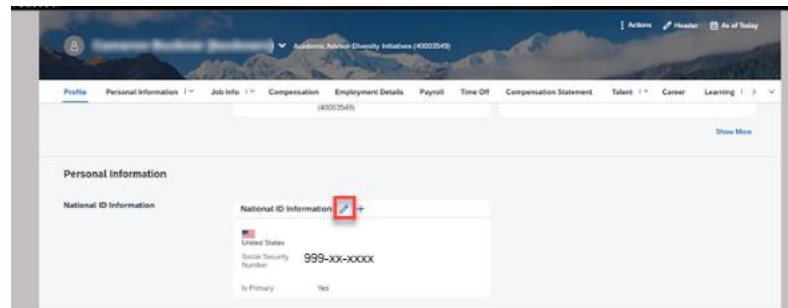
#### View Profile Information

Use the View My Profile Quick Action tile to open Profile.

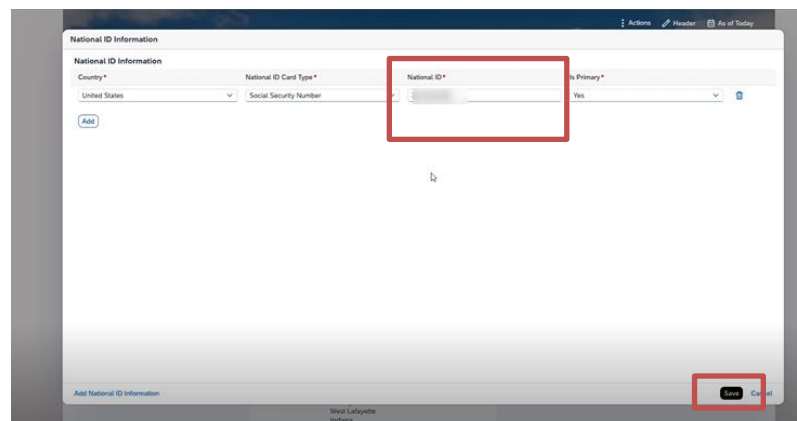


Navigate to **Personal Information - National ID Information**

Use the **Pencil Icon** to edit your SSN (The 999 number you see in the SSN field is an internal 'place holder' number that Purdue uses until the actual SSN is issued and is entered.)



Type the correct information in the National ID field (it requires the 2 dashes) and click **Save**

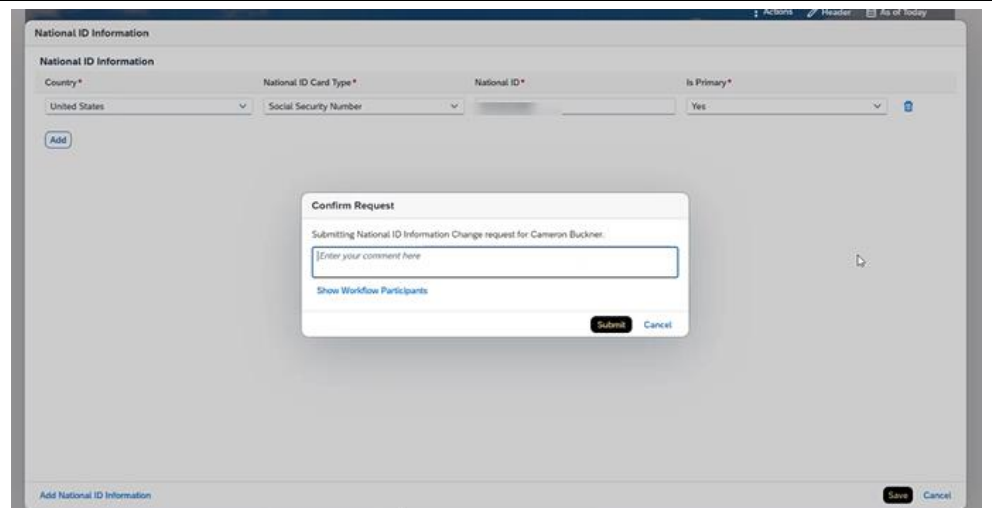


It is optional to type note

Please note: Do not enter any protected personal information in the note i.e., Social Security Numbers.

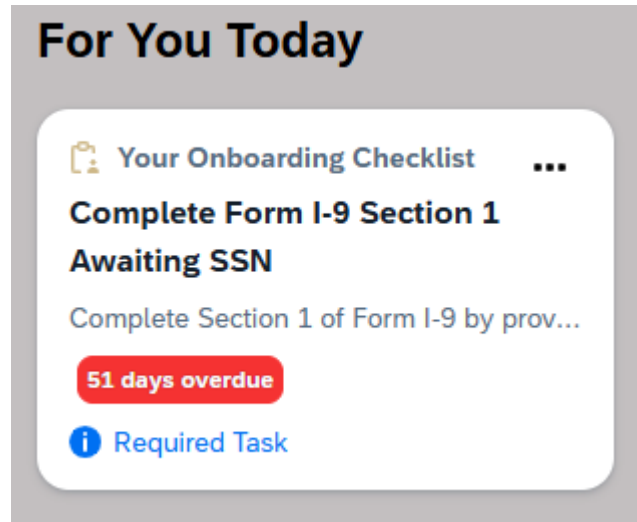
Click **Submit**

The request is sent to the I-9 Verifier. Once approved, the SSN will be updated to the number you submitted.

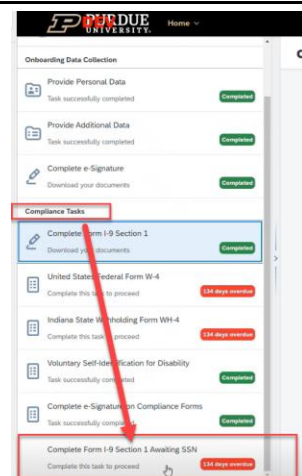


### Finish New Hire Wizard and Form I-9

You will receive an **email** to finish your Form I-9. **Click the link** in the email to continue or access **SuccessFactors** and click **Complete Form I-9 Section 1 Awaiting SSN** under For You Today to open the Onboarding Checklist.



Scroll to find the **Complete Form I-9 Section 1 Awaiting SSN** under **Compliance Tasks**



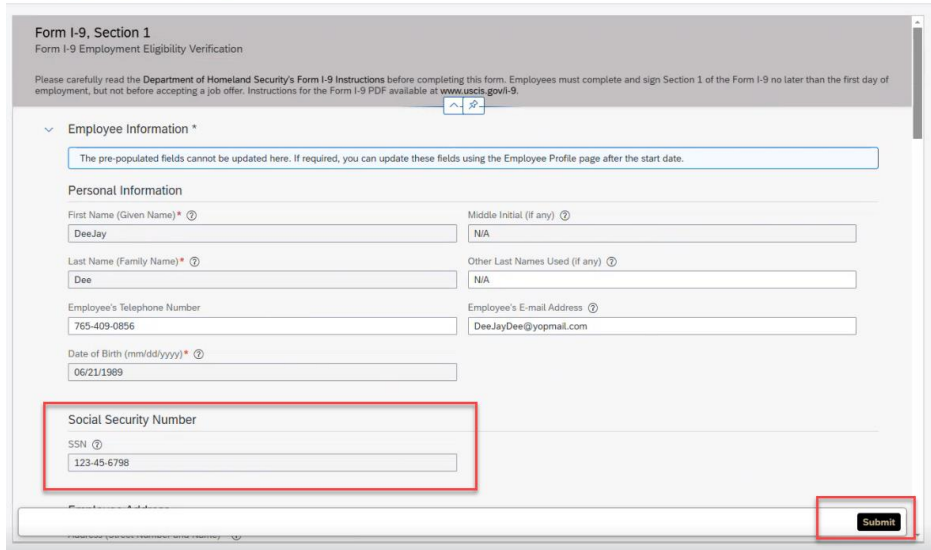
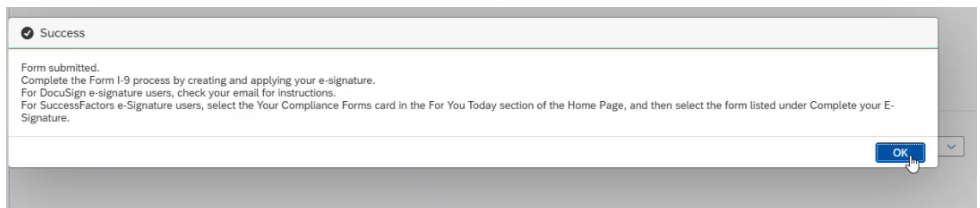
Your Social Security Number is now added to Form I-9, Section 1. Please do not complete this step until you see your correct SSN.

Please note: Fields in the Form I-9 Section 1 cannot be edited. Contact your I-9 Verifier or employment center if additional edits are needed. They will provide directions on how to make those changes

Click **Submit**.

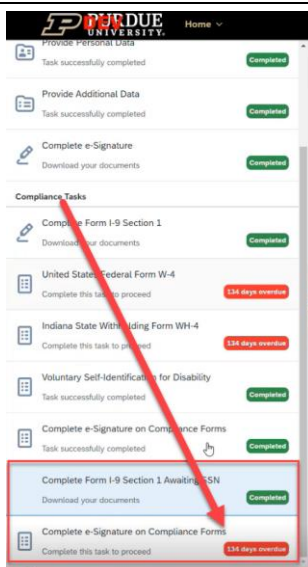
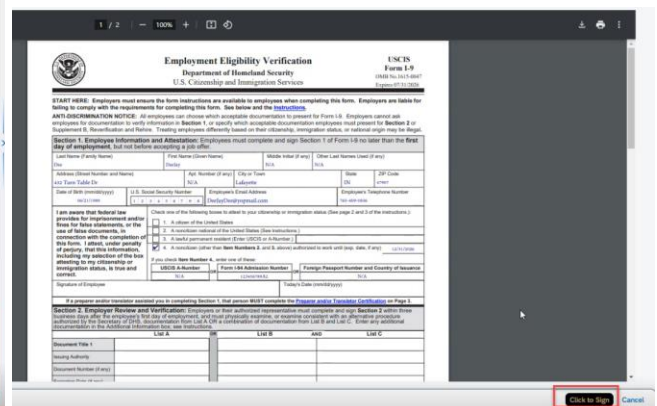
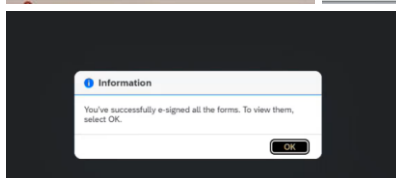
Click **Ok**.

### Complete Section 1 of Form I-9

Use the left navigation to complete the **E-signature of the Form I-9**. (May need to refresh or scroll to see the new e-signature requirement)

- Click **Complete e-Signature and Compliance Forms**
- Select **Click to Sign**
- Click **OK**

- Click **Submit**

The screenshot shows a web interface titled "Complete Your E-Signature". At the top, there is a blue information bar with a question mark icon and the text: "Your e-signature is important to us. Carefully review and e-sign each form. Once you've signed all the forms, select Submit to proceed to the next task." Below this, a form is displayed with the title "Form Name" and the text "I9 Section 1". To the right of the text, there is a status indicator that says "Signed >". A red rectangular box highlights the top portion of the form. A large red arrow points from the top of the form down to the "Submit" button at the bottom right. The "Submit" button is also highlighted with a red rectangular box. Other buttons labeled "Decline" and "Close" are visible next to it.