

Searching for a Student by ID or Name Using SPAIDEN

Identification Form:

The Identification form (SPAIDEN) displays student information.. Use the Student ID number or name to aid in accessing their records.

1. Open the Identification form by typing **SPAIDEN** in the **Go to...** box of the Banner Main menu and press the **[Enter]** key on the keyboard.

Rollback Icon:
The Rollback icon returns the cursor to the Key block from any Information block on the form. Use this if you are done looking at the current student's information and you want to now look at another student. If you entered the wrong student and clicked the Next Block icon, you can use the Rollback icon to start over.

Banner ID and Name Fields:
Type the Student ID number or name of the person you are looking for. Use wildcard characters if you don't know the exact syntax of the number or name you are looking for:
Percent Sign (%): Represents any number of characters.
You can use the ISIS Student ID or the Student ID in this field.
In general, searches in Banner are case sensitive, although this search is not.

The screenshot shows the SPAIDEN form with the following fields and values:
ID: E00008795 | Robertson, Kathryn R.
Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact
ID: E00008795 | Name Type: [Dropdown]
Person
Last Name: Robertson
First Name: Kathryn
Middle Name: Rae
Prefix: Ms
Suffix: [Empty]
Preferred First Name: [Empty]
Full Legal Name: [Empty]
Non-Person
Name: [Empty]
Current identification number, overwrite to change.
Record: 1/1 | <OSC>

2. Type the **Student ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the **Name** field and type their name. The name format on this form is **Last, First**. You can use **wildcard** characters to streamline your search:
 - Type **Mart%** to find students whose last name begins with Mart. The percent sign (%) represents one or more characters.
 - Type **Mart%, Bri%** to find students whose first name begins with **Bri** and last name begins with **Mart**.
 - Type **Martin%, Brian%** to find students whose last name is **Martin** and whose first name is **Brian**. The EMU data standards require that you search using the percent sign (%) after all names. Using this technique, you can find names with generational designators such as **Jr.**, **III**, and any hyphenated names.
3. Press the **[Tab]** key or **[Enter]** key to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in on the Identification form (SPAIDEN).

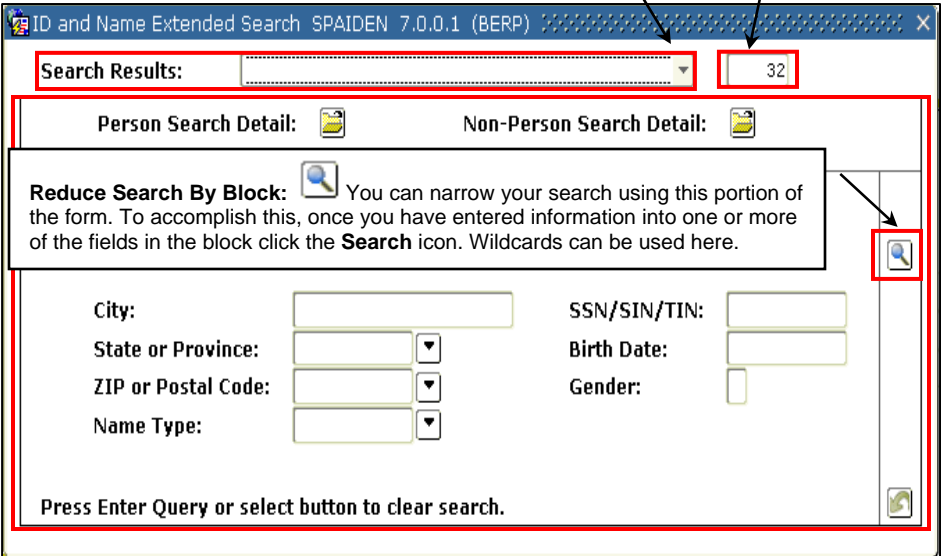
Searching for a Student by Banner ID or Name Using SPAIDEN (cont.)

ID and Name Extended Search Box:

The Extended Search box displays the results of your name search. You can select a name from the drop-down list, or narrow your search using other person information, such as city, state/province, zip code/postal code, social security number, date of birth, and gender.

Search Results Field:
Click on this drop-down list to view the list of search results.

Search Results Count Field:
Displays number of search results or 'hits'.



The screenshot shows the 'ID and Name Extended Search SPAIDEN 7.0.0.1 (BERP)' window. At the top, there is a 'Search Results:' dropdown menu and a count field showing '32'. Below this are two tabs: 'Person Search Detail' and 'Non-Person Search Detail'. A callout box points to a search icon in the right sidebar, with the text: 'Reduce Search By Block: You can narrow your search using this portion of the form. To accomplish this, once you have entered information into one or more of the fields in the block click the Search icon. Wildcards can be used here.' The main search area contains several input fields: 'City', 'State or Province', 'ZIP or Postal Code', 'Name Type', 'SSN/SIN/TIN', 'Birth Date', and 'Gender'. At the bottom, it says 'Press Enter Query or select button to clear search.'

Searching for a Student by Banner ID or Name Using SPAIDEN (cont.)

ID and Name Extended Search Box (cont.):

Search Results:

- Smith III, John Leenolan E00008596
- Smith, John Leenolan 000000236

Person Search

Person

Enter search criteria to:

City:

State or Province: ▼

ZIP or Postal Code: ▼

Name Type: ▼

SSN/SIN/TIN:

Birth Date:

Gender:

tail:

Press Enter Query or select button to clear search.

Alternate Names and IDs:

When you see a name indented under another name, the indented name is an alternate name for the name above it. One example of an alternate name is when a woman gets married, she may change her name. Her maiden name would remain in the system as an alternate name.

In the picture above, notice that John Smith has an alternate name with an ID number that begins with a "0". These "0" numbers are records from ISIS that have been migrated to Banner.

4. Once you have found the name you are looking for, you can select it by clicking on the drop-down list, and then clicking on the name. This will return you to the Identification form (SPAIDEN), populating the key block with the name you selected.

Note: All people in Banner are assigned a number called a Student ID. This number will remain with the person permanently. Unlike ISIS, Banner does not require a social security number or COO# and a student ID.

Also, in Banner there should be no duplicate records for a person. Duplicates should be reported to Admissions who will route them to the appropriate office for correction.

Viewing a Student's Alternate Name and Street Addresses Using SPAIDEN

Identification Form – Information Blocks:

Use the Identification form (SPAIDEN) to view basic person information such as the student's current name, alternate names, alternate IDs, all addresses, and phone numbers. There are three commonly used information blocks on this form:

- Current Identification block
- Alternate Identification block
- Address Information block

Current Identification/Person Name Information Block:

The Current Identification/Person Name Information block includes the Student ID, last name, first name, middle name, and prefix/suffix.

5. Once you have returned to the Identification form (SPAIDEN), verify the key block is populated with the Student ID number and name for the selected student.
6. Click the **Next Block** icon on the toolbar to populate the Current Identification block with Person Name Information for the student.

The screenshot displays the Oracle Developer Forms Runtime - Web interface for the SPAIDEN Identification Form. The form is titled "Identification Form SPAIDEN 7.0.0.1 (QUAL0919)". The current record is for a student with ID "E00008795" and name "Robertson, Kathryn R.". The form is divided into several tabs: "Current Identification", "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", and "Emergency Contact". The "Current Identification" tab is active, showing the "Person" section with fields for "Last Name" (Robertson), "First Name" (Kathryn), "Middle Name" (Rae), "Prefix" (Ms), "Suffix", "Preferred First Name", and "Full Legal Name". Below this is the "Non-Person" section with a "Name" field. A red box highlights the "Current Identification/Person Name Information Block" (the "Person" section). A callout box points to the "Next Block" icon (a square with a right-pointing arrow) on the toolbar, stating: "Next Block Icon: The next block icon or [Ctrl] [PgDn] moves the cursor out of the key block and into the first editable field in the information block of the form." Another callout box points to the "Person" section, stating: "Current Identification/Person Name Information Block: This first information block on the Identification form (SPAIDEN) contains Current Identification/Person Name Information for the student." The bottom of the form shows the status bar with "Current identification number, overwrite to change." and "Record: 1/1".

Viewing a Student's Alternate Name and Street Addresses Using SPAIDEN (cont.)

Identification Form – Alternate Identification Block:

The Alternate Identification block includes former names and IDs that are referred to as alternate names and IDs in Banner. This block contains IDs, alternate first names, last names, and middle names. One example of an alternate name is when a woman gets married, she may change her name. Her maiden name would remain in the system as an alternate name.

7. From the Current Identification/Person Name Information block, click the **Next Block** icon or click the **Alternate Identification** tab on the toolbar to navigate to the Alternate Identification block.

Previous Block Icon:
The previous block icon or [Ctrl] [PgUp] moves the cursor out of the current block and into the first editable field in the previous block of the form.

Alternate Identification Tab:

Change Field:
This field indicates either a name change or a Student ID number change.

Change Type: Name

Activity Date Field:
This field indicates when the alternate name information was recorded in Banner.

Vertical Scroll Bar:
An active scroll bar signifies that the student has more than three alternate names.

Oracle Developer Forms Runtime - Web
File Edit Options Block Item Record Query
Identification Form - SPAIDEN 7.0.0.1 (BERP)
Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact
Alternate Names or IDs
Name Type: [v] ID: E00008795 Change Type: Name Origin: SPAIDEN
Last Name: Peterson User: DENNIFER_JONES
First Name: Kathryn Activity Date: 18-JUL-2003
Middle Name: [v]
Name Type: [v] Change Type: [v] Origin: [v]
ID: [v] User: [v]
Last Name: [v] Activity Date: [v]
First Name: [v] Create User: [v]
Middle Name: [v] Create Date: [v]
Previous Name Type Code; press LIST for values.
Record: 1/2 | ... | List of Valu...

Note: Click the **Previous Block** icon on the toolbar to navigate back to the Current Identification/Person Name Information block.

