



Look Up a Record

IF the ID number is known:

1. Go to the form you wish to use. This example will use the **General Person (SPAIDEN)** form.
2. Enter the **Banner ID** (00#####) and the term, if applicable. The name corresponding to that ID will automatically populate in the field to the right.
3. Alternatively, enter the **Employee ID** (E#####) and type Tab to obtain the Banner ID for and name of the employee.
4. Next Block (Ctrl+Page Down).

Internet Native Banner - banprod: Open > SPAIDEN - GOAMTCH

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 8.2 (BANPROD)

ID: 00##### Generate ID:

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification

ID: Name Type:

Person

Last Name: First Name:

ID and Name Source

Last Update

Internet Native Banner - banprod: Open > SPAIDEN

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 8.2 (BANPROD)

ID: E##### Generate ID:

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification

ID: Name Type:

Person

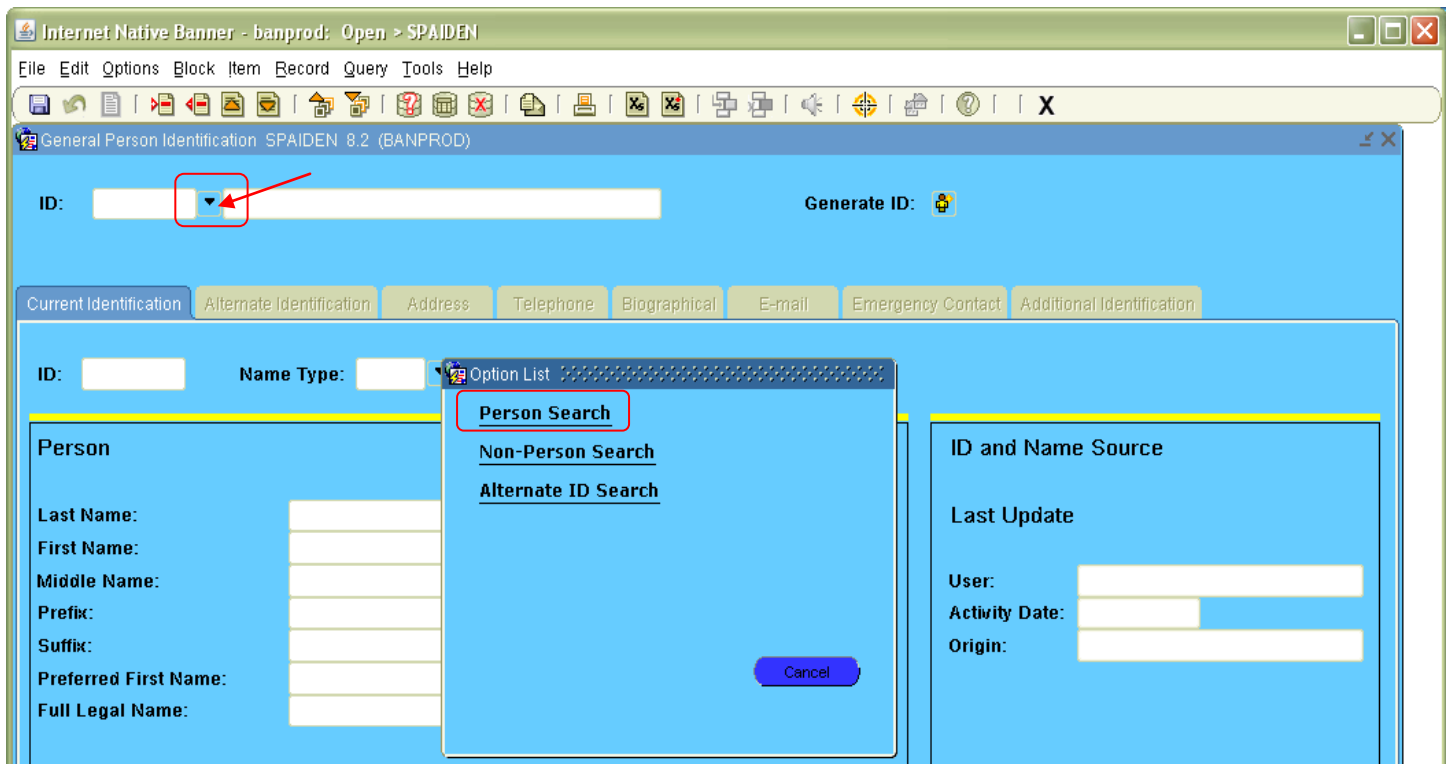
Last Name: First Name:


ID and Name Source

Last Update

IF the ID number is unknown:

1. Go to the form you wish to use.
2. Select the down-pointing arrow icon next to the **ID** field.
3. This will bring up a box with 3 forms to choose from; Person Search (SOAIDEN), Non-Person Search (SOACOMP), and Alternate ID Search (GUIALTI).
4. Select **Person Search (SOAIDEN)**.



5. Enter the name you wish to find an ID for. If necessary, use the various search methods as discussed in navigation training, such as the % wildcard (e.g. Jonathan A%).
6. Click on  or **F8** to execute your search.
7. The **SOAIDEN** form allows you to view the person's ID number(s), their First, Middle, and Last names, and a partially masked Birth Date.
8. Double click on the **ID number** for the individual you wish to select. This will return you to the form you were previously viewing, with the ID number filled in.
9. Next Block (Ctrl+Page Down).

