General Information
The quick Entry Form (SAAQUIK) is used to enter brand new students, and register them in Banner with minimal effort. Along with the General Person Identification Form (SPAIDEN), SAAQUIK allows a new person to be added in Banner; automatically creating a general student record (required for registration).

Creating a General Student Record Using the Quick Entry Form
1. In SAAQUIK, Click the GENERATE ID (+) icon. GOAMATCH, the common matching form will open. Common matching is a process that checks for existing records when creating a new record.

2. Click the LOOKUP [...] button next to the MATCHING SOURCE field and select GENERAL CM RULES (General Common Matching Rules, then click OK.)
3. Click GO.

![Screenshot of the Common Matching Entry GOAMTCHE 9.3.7 (BANUAT1) interface]

4. In the DATA ENTRY section, enter all available biographical information in the applicable fields, then click DUPLICATE CHECK. Based on your entry, Aurora will search the database for any potential matches.

![Screenshot of the DATA ENTRY interface with example entries]
5. If there are any potential matches, a list will populate. Scroll through the list using the scroll bar on the right and the arrows at the bottom of the page to see if any entries match the student you are trying to create.

6. a. If a perfect match exists, close the page and proceed to Step 7 using the existing student number.
   b. If there are no perfect matches, click CREATE NEW.
The NEW ID CREATED notification will appear, click OK.

7. The SAAQUIK form will open with the new student number populated. Enter the term the student is being admitted in the TERM field, **UG** or **GR** in the LEVEL field, then Click GO.

8. Use the **Next Section** arrow (bottom left corner) to navigate to the DETAILS section.

9. In the DETAILS section, fill in the following fields appropriately:
   a. **STUDENT TYPE**
   b. **STUDENT STATUS**
   c. **RESIDENCE**
   d. **RATE**

Instead, you can click the LOOKUP [. . . ] button beside any of the applicable fields to choose the appropriate code.
10. Use the **Next Section** arrow (bottom left corner) to navigate to the CURRICULUM section. The TERM, TERM DESCRIPTION, CATALOG TERM, and CATALOG TERM DESCRIPTION fields will automatically populate.

![CURRICULUM Table]

11. Enter the **program** in the PROGRAM field. Alternatively, click the LOOKUP button [. . .], then select ALL PROGRAM CODES. Select the appropriate program and click OK.

![Program Lookup]

The appropriate level will automatically populate.
12. Enter the **campus** in the CAMPUS field. Alternatively, click the LOOKUP button [ . . . ], then select **ALL CAMPUS CODES**. Select the appropriate campus and click OK.

13. Use the **Next Section** arrow (bottom left corner) to navigate to the FIELD OF STUDY section.
14. In the TYPE field, enter **Major**.
15. Enter the appropriate **Major** in the FIELD OF STUDY field. Alternatively, click the LOOKUP [ . . . ] button, then select **ATTACHED MAJORS/DEPARTMENT**. Select the appropriate Major, then click OK.
16. SAVE (bottom right corner).

The student now has an active General Student record (SGASTDN record).