SPAPERS: General Person Form
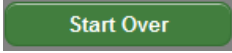
<table>
<tr><td colspan="2">General Information
After a person is established on the database, the General Person [SPAPERS] Form is used to enter and maintain biographic information about the person. Gender, date of birth, marital status, legacy information, etc. are housed on this form. This information may also be found on the Biographical Tab in the General Person Identification [SPAIDEN] Form. As always, any and all Banner questions may be sent to <a>bannerhotline@odu.edu.</td></tr>
</table>

How to Locate a Person's Biographical Information in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the **General Person [SPAPERS] Form**.	Type **SPAPERS** into the **Search Block** field on the **Old Dominion University Home Screen** and press **Enter**.
2. In the key information area, type in the person's *University Identification Number (UIN)*. Use the **Go Button** to load the person's biographical information.	**Go Button or Down Arrow** Go ▼ **TIPS & TRICKS:** *Remember – this form contains the same information as what is displayed on the **SPAIDEN**: Biographical tab!*
3. The following information will be displayed on the **SPAPERS Form**: ➢ Gender ➢ Birth Date ➢ Age ➢ SSN/SIN/TIN ➢ Citizenship ➢ Legacy ➢ Ethnicity and Race ➢ Veteran Classification/File Number	
4. When you have finished reviewing a person's biographical information, you may review information for another person without having to exit out of the form. Hit on the **Start Over** button on the toolbar *[or choose Tools > Refresh]*.	**Start Over Button:** Start Over

Helpful Tips & Tricks:

◈ As a reminder, you may locate a person's UIN by searching in the **SOAIDEN/SOAIDNS Forms**.

◈ The information contained in this form is identical to the Biographical Tab in the **SPAIDEN: General Person Identification Form**.

◈ Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**

SPAPERS Sample Screenshot: