



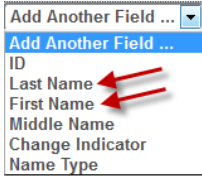

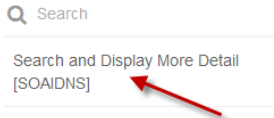
SPAIDEN, SOAIDEN, SOAIDNS: General Person Identification

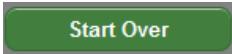
General Information

To determine if a student's record is already in Banner, you will use the **SPAIDEN Form**. This form also allows you to review a student's address, identification and contact information, and the full profile form for ODU students; it captures biographic/demographic information for everyone at the University. Once entered into the **SPAIDEN Form**, a person's information will remain at the institution even after they graduate/leave the University. The form is setup as a "Tabbed Form," which means the information is saved by topic in general file "tabs." To view the information within a tab, simply click a tab to display those details.

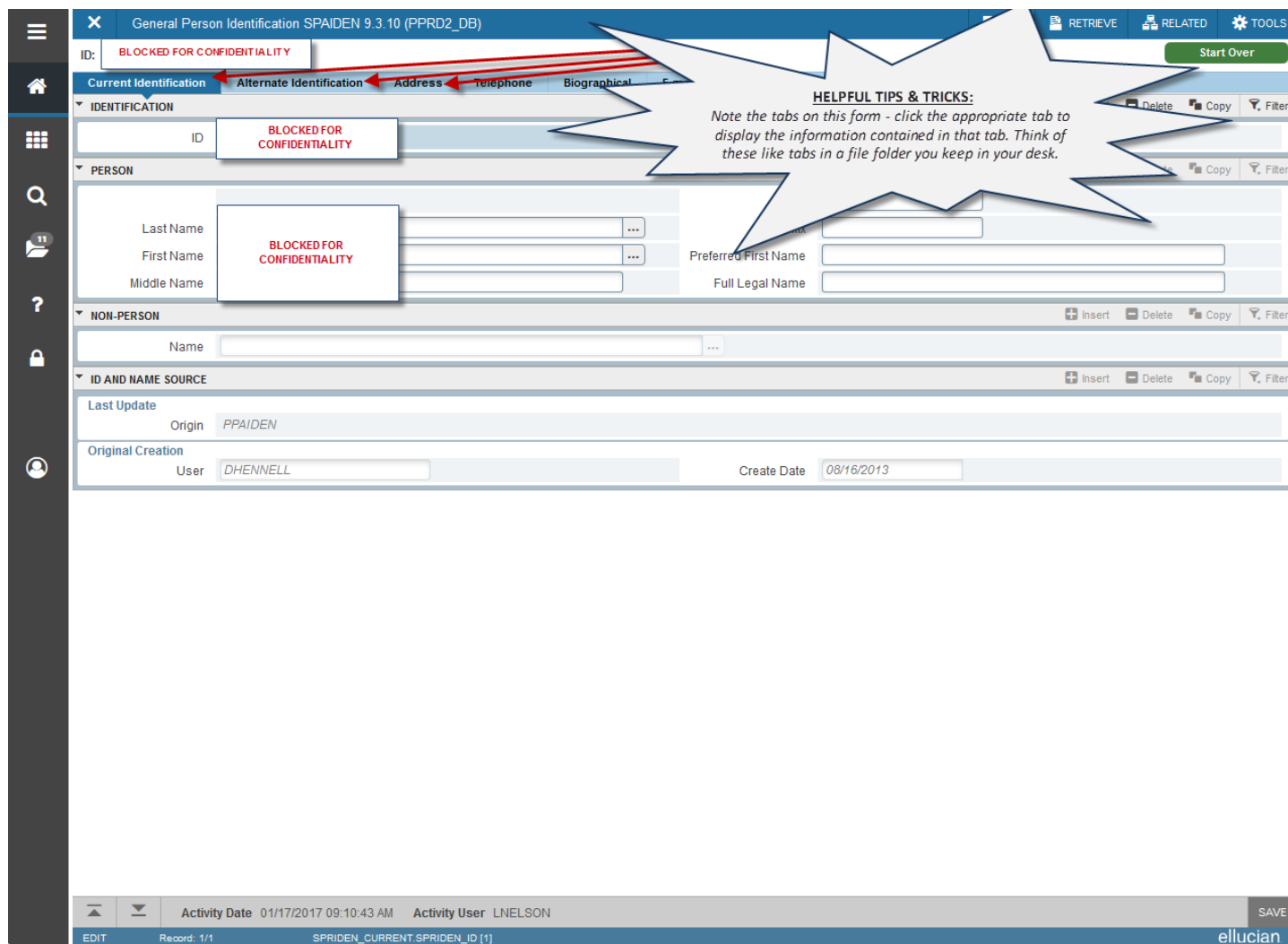
If you do not know a person's UIN, you may search for the person by name on the **SOAIDEN [Person Search] Form** (*see Step 3). If you need to search in more detail to further narrow your search and identify the correct person, use the **SOAIDNS [Person Search Detail] Form** (**see Step 4). And as always, any and all Banner questions may be sent to bannerhotline@odu.edu.

How to Locate and Identify a Person in Banner:


Actions and Steps	Helpful Tips & Tricks
<p>1. Access the General Person Identification Form.</p>	<p>Type SPAIDEN into the Search Block field on the Old Dominion University Home Screen and press Enter.</p>
<p>2. In the key information area, type in the person's University Identification Number (UIN).</p> <p>Use the Go Button to load the person's personal profile and general identification/contact information. Remember – each tab displays specific information, so be sure to view each tab as necessary!</p>	<p><i>Don't know the person's UIN? Skip to step 3!</i></p> <p>Go Button or Down Arrow</p> 
<p>3. If you do not know the person's UIN, simply click the Search button and select <i>Person Search</i> from the Option List that appears.</p> <ul style="list-style-type: none"> ◆ You will then be redirected to the *SOAIDEN [Person Search] Form. The SOAIDEN Form allows you to search for a student/person by name and populate a list of all person's that meet your search criteria, as well as display their UIN Number. ◆ Now type the person's Last Name after selecting Last Name from the <i>drop-down menu</i>, then select First Name from the <i>drop-down menu</i> in the next line and enter the person's First Name. After entering this search criteria, hit the Go Button. ◆ A list of all persons that meet your search criteria will populate. Select the correct person from the list by <i>double-clicking</i> the person, and you should be redirected back to the SPAIDEN Form where you may search for the person's total General Identification information. 	<p>Search Button: </p> <p><i>Screenshots for SOAIDEN provided at the end of this handout.</i></p> <p>Drop-Down Menu:</p>  <p><i>Still not enough detail on this list? Skip to Step 4!</i></p>
<p>4. If your search in the SOAIDEN Form still does not narrow down your search enough, you may display even further detail on the SOAIDNS [Person Search Detail] Form. From the SOAIDEN Form, simply click the Related Button and select "Search and Display More Detail [SOAIDNS]" Option from the menu list. You will be redirected to the SOAIDNS Form.</p> <ul style="list-style-type: none"> ◆ As with the SOAIDEN Form, select Last Name from the <i>drop-down menu</i> that is provided when you enter into **SOAIDNS, and enter the person's Last Name. Follow these same steps by entering the person's First Name in the next line. Then hit the Go Button. ◆ A list of all persons that meet your search criteria will populate, much like the SOAIDEN Form. However, this list will contain much more detail for each person on that list (<i>i.e.: address, phone number, email address, registration terms, etc.</i>). This should help you select the appropriate person from the list, and therefore identify that correct person's UIN. 	<p>Related Button: </p> <p>Menu List: </p> <p>TIPS & TRICKS: <i>Be sure to type the person's name with proper noun capitalization (i.e.: Bob Smith) when searching!</i></p>

<ul style="list-style-type: none"> ◆ <i>Double-click</i> the correct person, and you will again be redirected back to the SPAIDEN Form where you may search for the person’s total General Identification information. 	<p>Screenshots for SOAIDNS provided at the end of this handout.</p>
<p>5. When you have finished reviewing a person’s 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 <i>Tools > Refresh</i>].</p>	<p>Start Over Button: </p>

SPAIDEN Sample Screenshot:



Helpful Tips & Tricks:

- ◆ As a general rule of thumb, most Banner information is listed in all capital letters. However with the **SPAIDEN, SOAIDEN, and SOAIDNS Forms**, you may search for a person with a case-insensitive search. This is one of the only forms in which you may do so. When you enter the search form on SOAIDEN or SOAIDNS, the *Case-Insensitive Search* option is what defaults. *However, it is a good idea to get used to using all capital letters when searching in Banner!*
- ◆ When in the **SOAIDEN or SOAIDNS Forms**, you may narrow your search even further by clicking the **Filter Again Button**. This will bring the drop-down menu back where you may then enter further search criteria.
 - **Filter Again Button:** 
- ◆ 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**

SOAIDEN Sample Screenshot:

Person Search SOAIDEN 9.3.5 (PPRD2_DB)

PERSON SEARCH

Active filters:
Last Name : dunlap
First Name : amanda [Clear All](#)

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	Mar
BLOCKED FOR CONFIDENTIALITY					ID Change			PM

1 of 1 Per Page Record 1 of 3

Case Insensitive Query Case Sensitive Query

QUERY Record: 1/3 SPRIDEN.SPRIDEN_ID [1] CANCEL SELECT ellucian

SOAIDNS Sample Screenshot:

Person Search Detail SOAIDNS 9.3.8 (PPRD2_DB)

PERSON SEARCH DETAIL

Active filters:
Last Name : DUNLAP
First Name : AMANDA [Clear All](#)

ID	Last Name	First Name	Middle Name	Preferred First Name	Prefix	Suffix	Birth Date	Gender	Change Indicator
BLOCKED FOR CONFIDENTIALITY									ID Change

1 of 1 Per Page Record 1 of 3

SOUNDEX SEARCH

Sounds like... Last Name First Name

ADDRESS DETAILS

Type	Type Description	Street	City	State or Province	ZIP or Postal Code	Nation	Nation Description	Area Code	Phone Number	From Date	To Date	Inactive Ind
BLOCKED FOR CONFIDENTIALITY												

1 of 1 Per Page Record 1 of 1

ACTIVE EMAIL ADDRESSES

Email Address	Email Type	Description	Preferred	Display
BLOCKED FOR CONFIDENTIALITY	EMAL	Original Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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REGISTRATION TERMS

Term	Term Description	Enrollment Status	Enrollment Date	Time Status	Time Status Description	Credit Hours
BLOCKED FOR CONFIDENTIALITY						

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ACADEMIC HISTORY

Term	Term Description	Academic Standing	Academic Standing Description	Dean's List
BLOCKED FOR CONFIDENTIALITY				

1 of 1 Per Page Record 1 of 1

HELPFUL TIPS & TRICKS:
Pay special attention to the number of pages in each form you are reviewing so you are sure to see the full information.

QUERY Record: 1/3 SPRIDEN.SPRIDEN_ID [1] CANCEL SELECT ellucian