SPAIDEN, SOAIDEN, SOAIDNS: General Person Identification
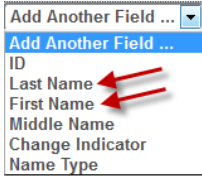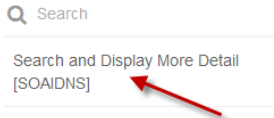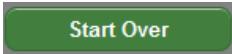
General Information

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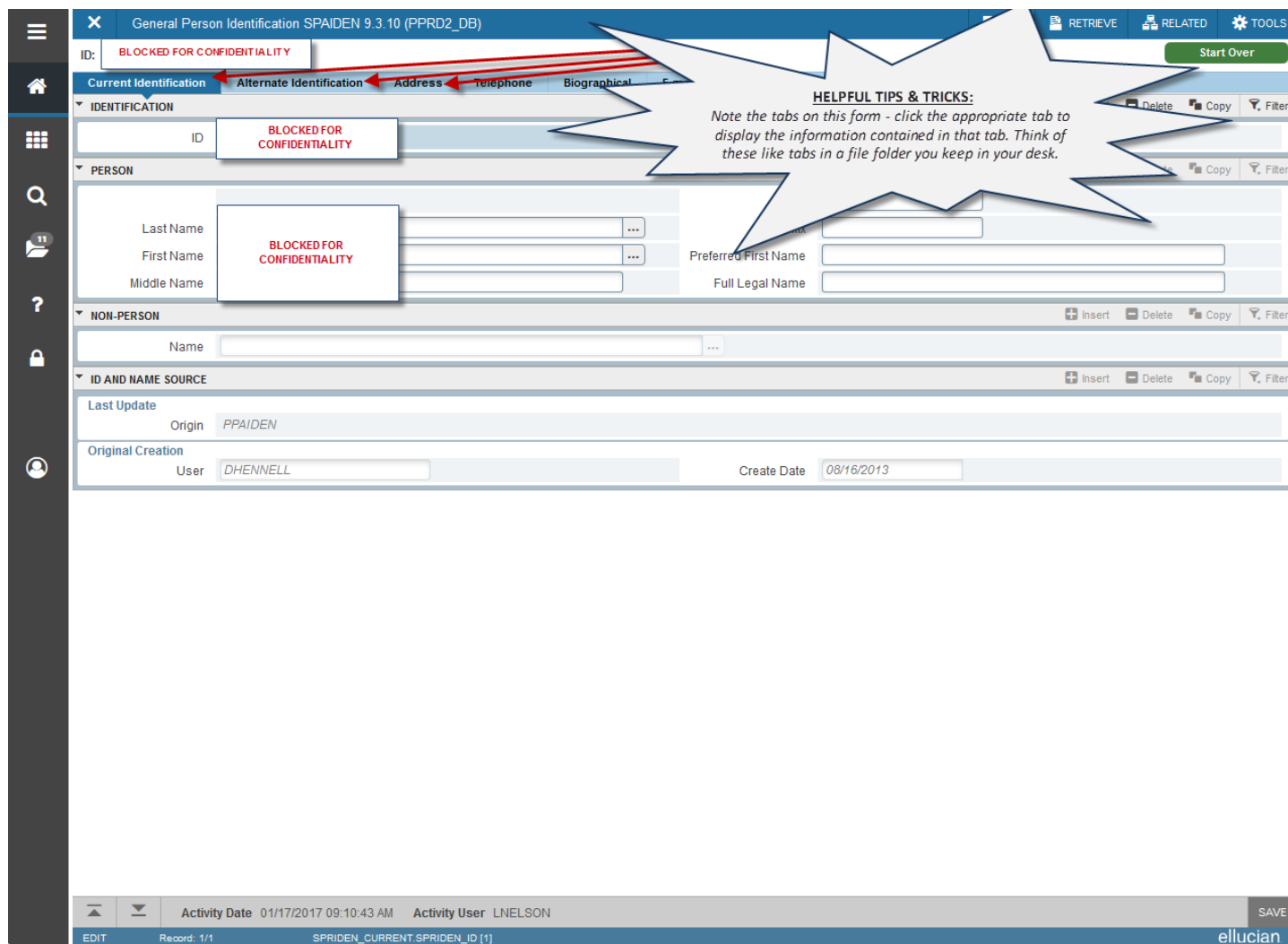
If you do not know a person's UIN, you may search for the person by name on the **SOAIDEN [Person Search] From** *(*see Step 3)*. If you need to search in more detail to further narrow your search and identify the correct person, use the **SOAIDNS [Person Search Detail] Form** *(**see Step 4).* And as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

How to Locate and Identify a Person in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the **General Person Identification Form**.	Type **SPAIDEN** 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 personal profile and general identification/contact information. Remember – each tab displays specific information, so be sure to view each tab as necessary!	*Don't know the person's UIN? Skip to step 3!* **Go Button or Down Arrow**
3. If you do not know the person's UIN, simply click the **Search** button and select *Person Search* from the **Option List** that appears. ◈ 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 *drop-down menu,* then select **First Name** from the *drop-down menu* 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 *double-clicking* the person, and you should be redirected back to the **SPAIDEN Form** where you may search for the person's total General Identification information.	**Search Button:** *Screenshots for **SOAIDEN** provided at the end of this handout.* **Drop-Down Menu:** *Still not enough detail on this list? Skip to Step 4!*
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.** ◈ As with the **SOAIDEN Form**, select **Last Name** from the *drop-down menu* 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.e.: address, phone number, email address, registration terms, etc.)*. This should help you select the appropriate person from the list, and therefore identify that correct person's UIN.	**Related Button:** **Menu List:** ***TIPS & TRICKS:*** *Be sure to type the person's name with proper noun capitalization (i.e.: Bob Smith) when searching!*

◈ *Double-click* 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.	*Screenshots for **SOAIDNS** provided at the end of this handout.*
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 Tools > Refresh].*	**Start Over Button:** Start Over

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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.
  o **Filter Again Button:**   Filter Again

◈ 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:

SOAIDNS Sample Screenshot: