Is the Student on the Banner System (SPAIDEN, SOAIDEN, SOAIDNS)?

- **SPAIDEN** - General Person Identification Form
- **SOAIDEN** - Person Search Form
- **SOAIDNS** - Person Search Detail Form
- **SPAPERS** – General Person Form

**SPAIDEN**
General Person Identification Form

Determine if a student record is already in Banner
Check a student’s address
See any previous identification (i.e., name change, previous ID)

**SOAIDEN**
Person Search Form

From any student form, you can search for a student’s identification number
Open a student form and click on the ▼ down arrow next to the ID field (or press F9)

**SOAIDNS**
Person Search Detail Form

Allows you to review multiple student records.

When you are looking for a student record, you can start with SPAIDEN (General Person Identification Form) or any form with the ID field in the key block. Completing a search will help you become aware of any problems with the student’s records. For example, performing a search will make you aware of multiple identification numbers for the same students. You will also be able to verify a student’s address.

*Note: For instructions on using SPAIDEN, SOAIDEN, AND SOAIDNS, REFER TO BANNER BASICS (How do I perform a query, and I Don’t Have the ID#)*
The General Person Identification form (SPAIDEN) looks like this:

If you know the student’s UIN (University Identification Number), type it in the ID: field. When a valid ID number is entered, the student’s name will fill in automatically. To populate the form with the individual’s information, use the Next Block function (Ctrl+Page Down). To perform a Next Block, you can also use the icon in the toolbar. The main window of the form displays the following information:

- Current Identification (main window of the form)
- Person Name Information
- Non-Person Name Information
- ID and Name Source
- Original Creation

There are five other windows (screens) in SPAIDEN. You can access these windows either by clicking on the appropriate tab or from the Options pull-down menu. You can also access the System Data Summary form from the Options pull-down menu.

- Alternate Identification
- Address
- Telephone (pulls from SPATELE)
- Biographical (pulls from SPAPERS)
- E-Mail (pulls from GOAEMAL)
- Emergency Contact (pulls from SPAEMRG)
- System Data Summary (links to GUASYST)