Searching for a Person in Banner 9

SPAIDEN or FOAIDEN

If you do not know the ID of the person, click on the …
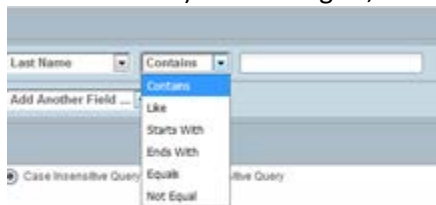

An OPTION LIST will pop up
Choose Person Search.

From the drop-down menu, choose last name
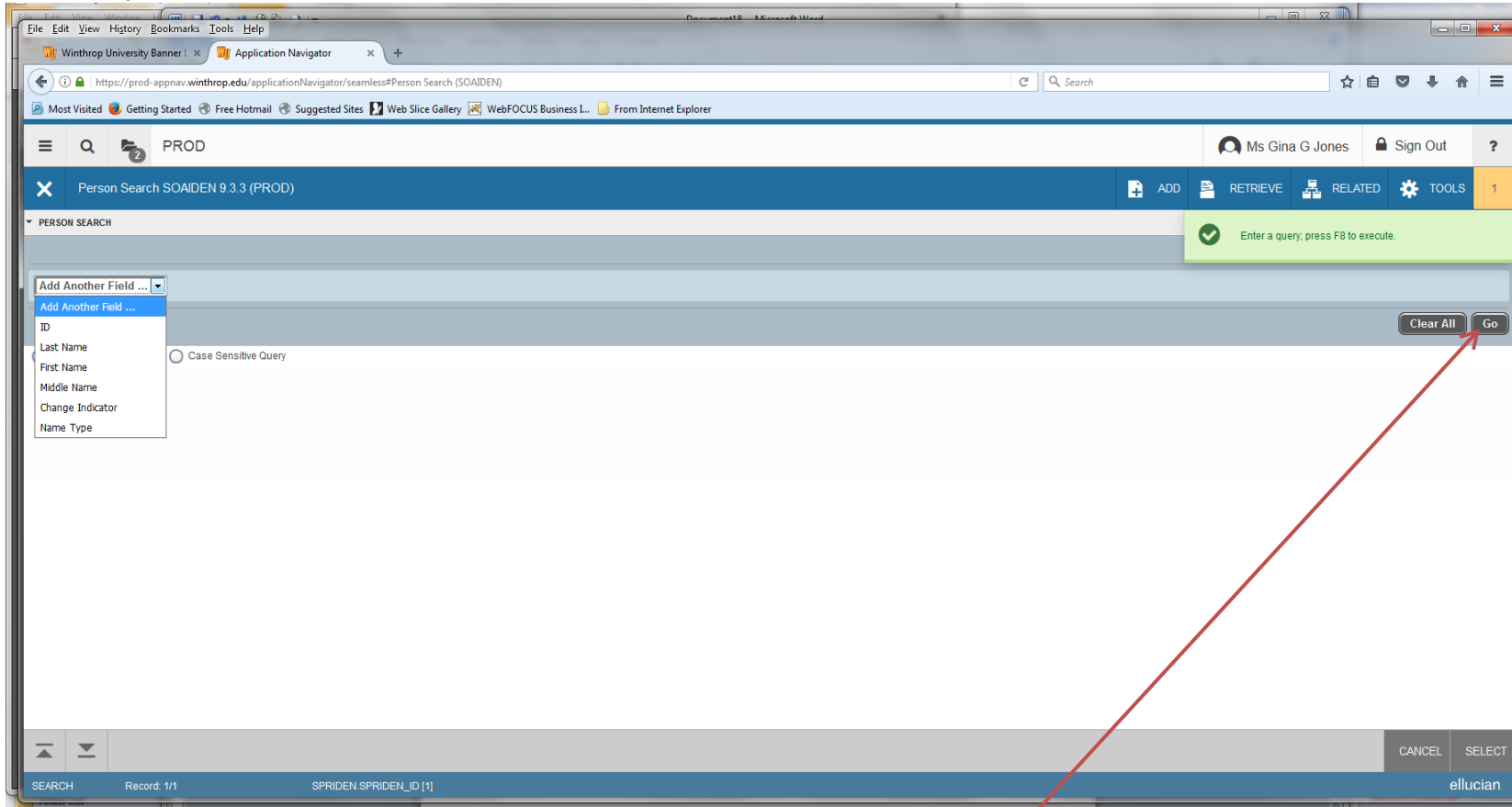
Choose your parameter in the next drop-down, then type the last name in the next field. You can choose to add another search item (first name, middle name…) After doing so, click the GO button on the right-hand side of the page.

Another way to search is to tab from the ID field. A name field will then display.
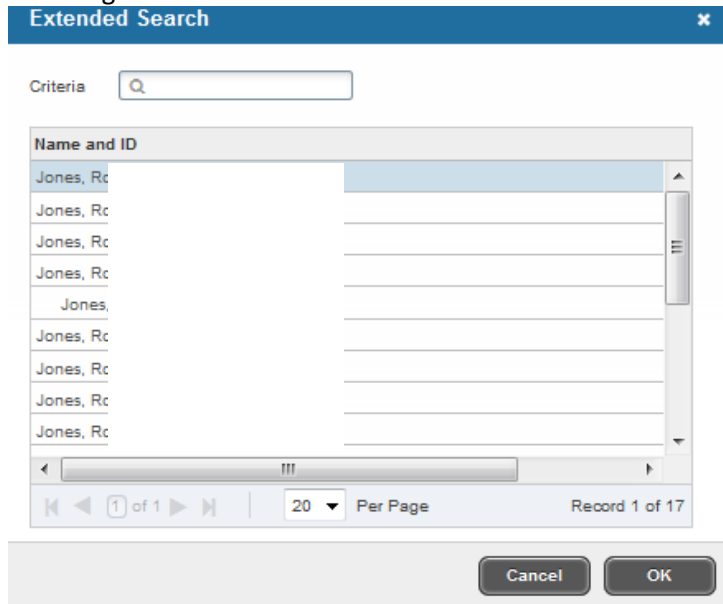

Type *last name, first name* then press ENTER. If there is only one person by that name in Banner, it will appear and the ID # will display. If there are more people by that name, you will get this message box:
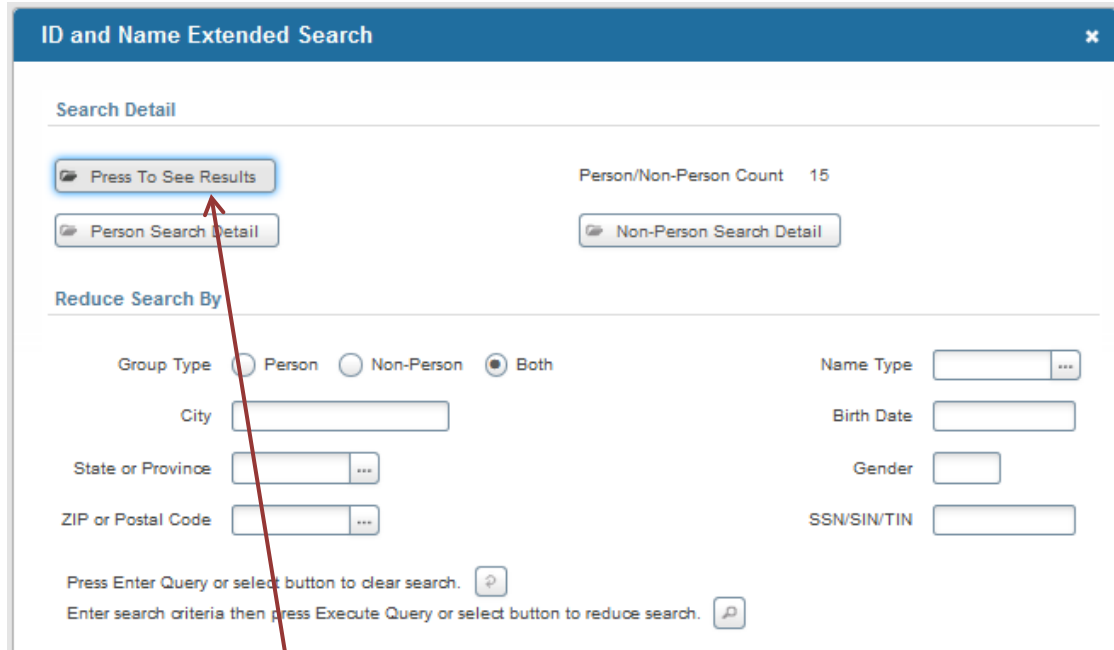
Click on "Press to See Result."

You will get a list:

Click on the one you want and click OK.