Searching for a Person in Banner 9

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		ID:				+														Go	>
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Get	Started: Fill	out the	fields at	ove and pre	ess Go.																
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EDIT	Rec	ord: 1/1		KEY	BLOCK.	ID [1]					_									el	lucian

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

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C Search	
🦉 Most Visited 🧶 Getting Started 🛞 Free Hotmail 🛞 Suggested Sites 🎦 Web Slice Gallery 💐 WebFOCUS Business I 🤚 From Internet Explorer	
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X Person Search SOAIDEN 9.3.3 (PROD)	D 🖹 RETRIEVE 🗸 RELATED 🔆 TOOLS 1
* PERSON SEARCH	Enter a query; press F8 to execute.
Add Another Field	
Add Another Field	
D	Clear All Go
Last Name Case Sensitive Query Erst Name	
Middle Name	
Change Indicator	
Name Type	
	CANCEL SELECT
SEARCH Record: 1/1 SPRIDEN_DD [1]	ellucian

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:

ID and Name Extended Search									
Search Detail									
Press To See Results	Person/Non-Person Count 15								
Reduce Search By									
Group Type 🔘 Person 🔵 Non-Person 💿 Both	Name Type								
City	Birth Date								
State or Province	Gender								
ZIP or Postal Code	SSN/SIN/TIN								
Press Enter Query or select button to clear search.	to reduce search.								

Click on "Press to See Result."

Extended S	earch				
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Click on the one you want and click OK.