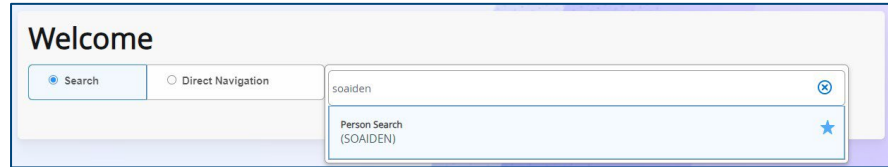


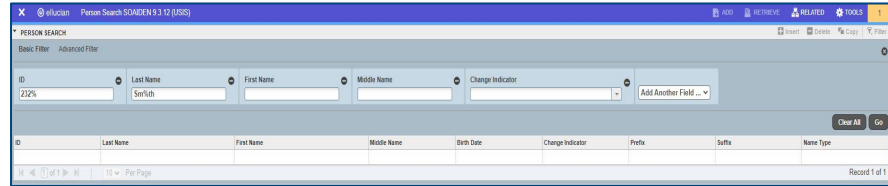
How to use SOAIDEN – Person Search Screen

SOAIDEN in Banner can be used to search for student details such as student number or name.

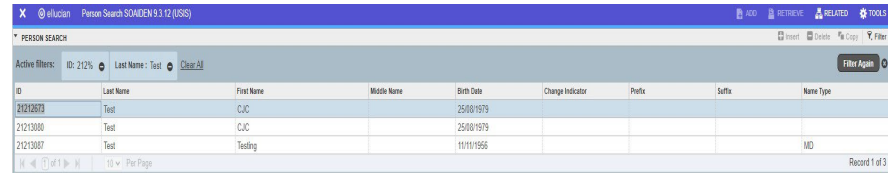
- Log into Banner.
- Type **SOAIDEN** into the Welcome field and hit the return key.
Tip! Click the star to save it as a Favourite.
- Use the **search fields** to enter your information e.g. a partial ID number or a last name and **press Go or F8**.
Tip! You can use % as a wildcard e.g. 232% or Sm%th.
- The relevant results will be displayed.
- If you need to refine or change your search, just click on **Filter Again** to enter new information.



The image shows the Banner 'Welcome' screen. There is a search bar with the text 'soaiden' entered. Below the search bar, a dropdown menu shows 'Person Search (SOAIDEN)' with a star icon to its right, indicating it can be saved as a favorite. There are also buttons for 'Search' and 'Direct Navigation'.



The image shows the Banner 'Person Search' screen. It has a header with 'Person Search SOAIDEN 9.3.12 (USIS)'. Below the header, there are search filters: ID (212%), Last Name (Sm%th), First Name, Middle Name, and Change Indicator. There is an 'Add Another Field...' button. At the bottom, there is a table with columns: ID, Last Name, First Name, Middle Name, Birth Date, Change Indicator, Prefix, Suffix, and Name Type. The table shows one record: ID 21212873, Last Name Test, First Name CUC, Middle Name, Birth Date 25/08/1979, Change Indicator, Prefix, Suffix, and Name Type. There are 'Clear All' and 'Go' buttons.



The image shows the Banner 'Person Search' screen with results. It has a header with 'Person Search SOAIDEN 9.3.12 (USIS)'. Below the header, there are search filters: ID (212%), Last Name (Test), and a 'Clear All' button. At the bottom, there is a table with columns: ID, Last Name, First Name, Middle Name, Birth Date, Change Indicator, Prefix, Suffix, and Name Type. The table shows three records: ID 21212873, Last Name Test, First Name CUC, Middle Name, Birth Date 25/08/1979, Change Indicator, Prefix, Suffix, and Name Type; ID 21213080, Last Name Test, First Name CUC, Middle Name, Birth Date 25/08/1979, Change Indicator, Prefix, Suffix, and Name Type; ID 21213087, Last Name Test, First Name Testing, Middle Name, Birth Date 11/11/1966, Change Indicator, Prefix, Suffix, and Name Type MD. There are 'Filter Again' and 'Go' buttons.