The SPAIDEN page contains current contact, demographic, emergency contact, and authorized designee information about a student. An authorized designee is a third party the student has authorized to discuss a student’s academic and/or financial record.

**Open the Page**

Search by page name SPAIDEN:

![General Person Identification (SPAIDEN)](image)

**Find the Student**

Enter the Student ID and click ‘Go’.

If you do not know the Student ID click the ellipsis (...) and to open the Person Search.

- Please note: % is still the wildcard
- Enter search info and Click ‘Go’
- Double-click the ID number of the record you want to select and click ‘Go’
**View Student Contact Information**

Scroll through the tabs to review name, contact, demographic, emergency contact and authorized designee information.

**IMPORTANT:** Students preferred name will be in parentheses in the ID field on each Banner page. When speaking with a student, faculty/staff should address the student by the preferred name.

- Permanent mailing and telephone addresses are code ‘MA’ for main and considered primary contact details for issuing University communications and conducting business. In addition, some students may provide a cell phone coded ‘CELL’.

- The campus email address to be used for all electronic communication issued by the University is coded ‘CP’ for campus pipeline.

- Authorized Designees are found on the last tab. The following must be verified prior to making any disclosure of information from the student’s record:
  - The designee must be listed as active
  - The designee’s identity must be verified with the 4-digit pin code
  - Students may select Academic and/or Financial records to be discussed