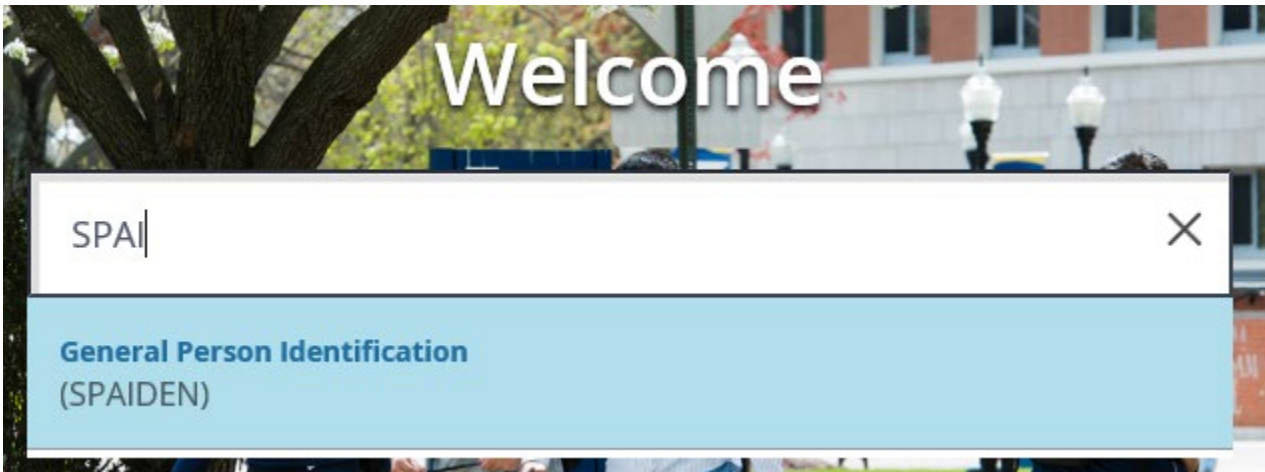


Banner: Contact Information

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:



Find the Student

Enter the Student ID and click 'Go'.

A screenshot of a web application interface for "General Student Summary SGASTDQ 9.3.9 (PROD)". The interface has a blue header with navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. Below the header is a search form with several input fields: ID, Campus, Degree, Program, Field of Study Code, Level, College, Term, and Field of Study Type. Each field has a dropdown arrow on the right. A "Go" button is located to the right of the Level field. Below the form is a grey instruction bar: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

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

A screenshot of a web application interface for "Person Search SOAIDEN 9.3.12 (PROD)". The interface has a blue header with navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. Below the header is a section titled "PERSON SEARCH" with two tabs: "Basic Filter" and "Advanced Filter". The "Basic Filter" section contains several input fields: ID, Last Name, First Name, Middle Name, and Change Indicator. Each field has a dropdown arrow on the right. There is also a dropdown menu labeled "Add Another Field ...". At the bottom right of the filter section are "Clear All" and "Go" buttons.

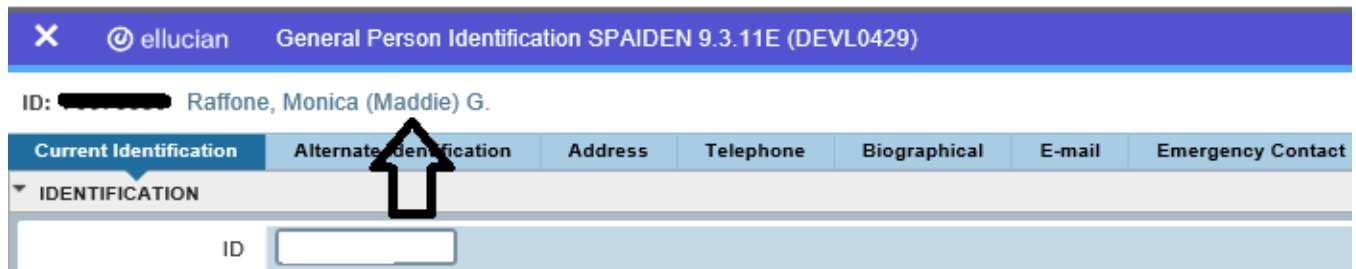
- Please note: % is still the wildcard
- Enter search info and Click 'Go'
- Double-click the ID number of the record you want to select and click 'Go'

Banner: Contact Information

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.



The screenshot shows the Banner system interface for a student record. The browser address bar indicates the URL is 'ellucian General Person Identification SPAIDEN 9.3.11E (DEVL0429)'. The student's name is 'Raffone, Monica (Maddie) G.'. The 'Current Identification' tab is selected, and a black arrow points to the preferred name '(Maddie) G.' in the ID field. Below the tabs, the 'IDENTIFICATION' section is visible, with an 'ID' label and an input field.

- 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