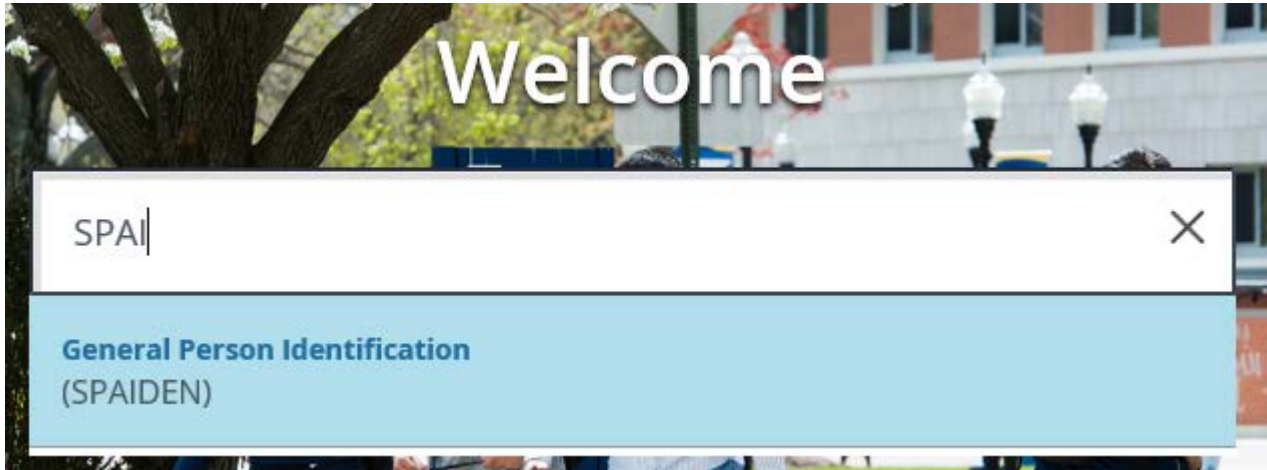


## Banner: Student Contact Information

The General Person Identification form contains current contact and demographic information about a student. In addition, approved authorized designee contact information is listed here, including their unique identification pin code, to be verified before discussing a student's record.

### Open the Page

Search by page name 'SPAIDEN' or description and select General Person Identification.



### Find the Student

Enter the Student ID and click 'Go'.

A screenshot of the 'General Student Summary' search form. The form is titled 'General Student Summary SGASTDQ 9.3.9 (PROD)'. It features several input fields: 'ID', 'Level', 'Campus', 'College', 'Degree', 'Term', 'Program', and 'Field of Study Type'. Each field has a small '...' icon to its right. A 'Go' button is located to the right of the 'Level' field. Below the form, a grey box contains the text: '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 the 'Person Search' form. The form is titled 'Person Search SOAIDEN 9.3.12 (PROD)'. It features a 'PERSON SEARCH' section with two tabs: 'Basic Filter' and 'Advanced Filter'. The 'Basic Filter' tab is active, showing several input fields: 'ID', 'Last Name', 'First Name', 'Middle Name', and 'Change Indicator'. Each field has a small '-' icon to its right. There is also an 'Add Another Field ...' dropdown menu. At the bottom right, there are 'Clear All' and 'Go' buttons.

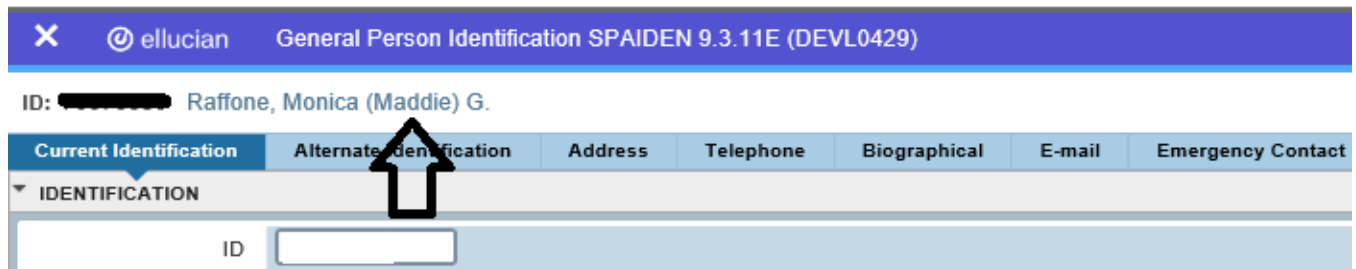
- Please note: % is still the wildcard
- Enter search info and Click 'Go'
- Double-click the ID number of the record you want to select and click 'Go'

## Banner: Student 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 interface for a student's contact information. At the top, there is a blue header with a close button (X), the user 'ellucian', and the page title 'General Person Identification SPAIDEN 9.3.11E (DEVL0429)'. Below the header, the student's name is displayed as 'ID: [REDACTED] Raffone, Monica (Maddie) G.'. A horizontal tabbed interface is visible with the following tabs: 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'Biographical', 'E-mail', and 'Emergency Contact'. The 'Current Identification' tab is selected and highlighted in blue. Below the tabs, there is a section titled 'IDENTIFICATION' with a dropdown arrow. Underneath, there is a label 'ID' followed by a text input field. A black arrow points to the 'Alternate Identification' tab.

- Permanent mailing and telephone addresses are code 'MA' for main and considered primary contact details for issuing University communications and conducting business.
- 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 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