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’.

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.

- 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