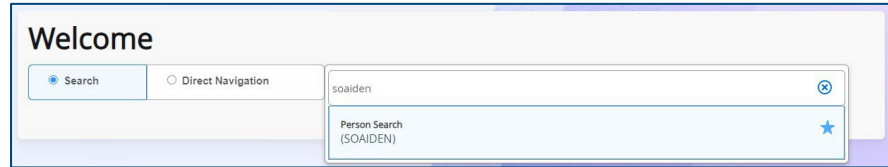


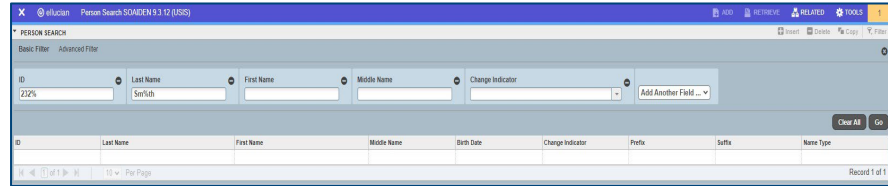
How to use SOAIDEN – Person Search Screen

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.

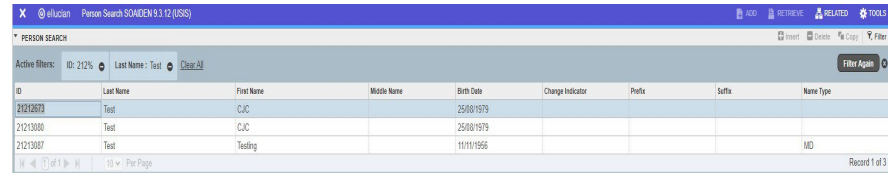


The image shows the Banner 'Welcome' screen. There is a search bar with the text 'soaiden' entered. Below the search bar, there is a dropdown menu showing 'Person Search (SOAIDEN)' with a star icon to its right, indicating it can be saved as a favorite. There are also buttons for 'Search' and 'Direct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



The image shows the Banner 'Person Search' results screen. The search criteria are: ID: 212%, Last Name: Sm%th. The results table shows one record:

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	Name Type
21213007	Test	CUC		25/08/1979				



The image shows the Banner 'Person Search' results screen with multiple records. The search criteria are: ID: 212%, Last Name: Test. The results table shows three records:

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	Name Type
21212873	Test	CUC		25/08/1979				
21213000	Test	CUC		25/08/1979				
21213007	Test	Testing		11/11/1956				MD