

## How to find a student Banner ID in Banner 9

1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type General Person Information or SPAIDEN.
3. Click the look up button to search for a student.



General Person Identification SPAIDEN 9.3.10 (PBAN)

ID:

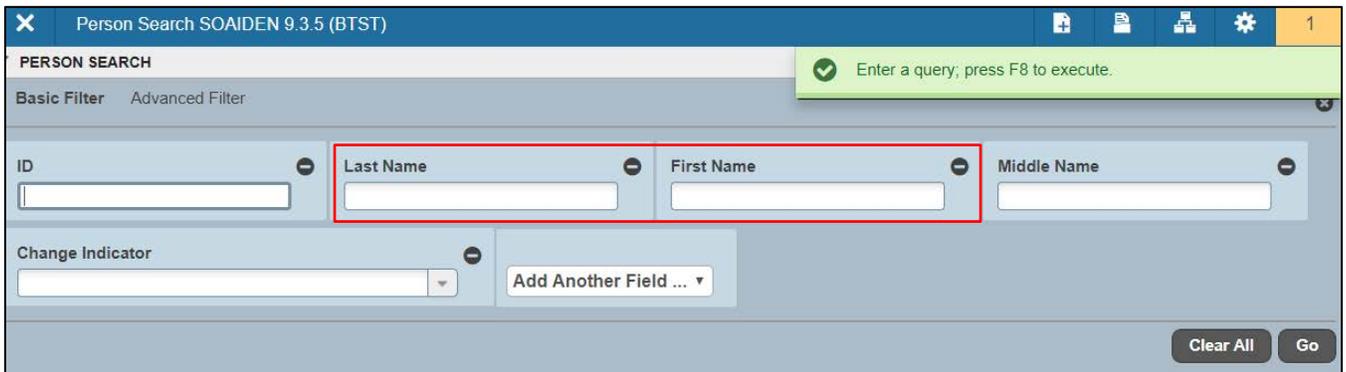
4. Click Person Search in the pop-up window.



Option List

- Person Search
- Non-Person Search
- Alternate ID Search

5. Enter the first and last name of the person in the search fields.



Person Search SOAIDEN 9.3.5 (BTST)

PERSON SEARCH

Basic Filter | Advanced Filter

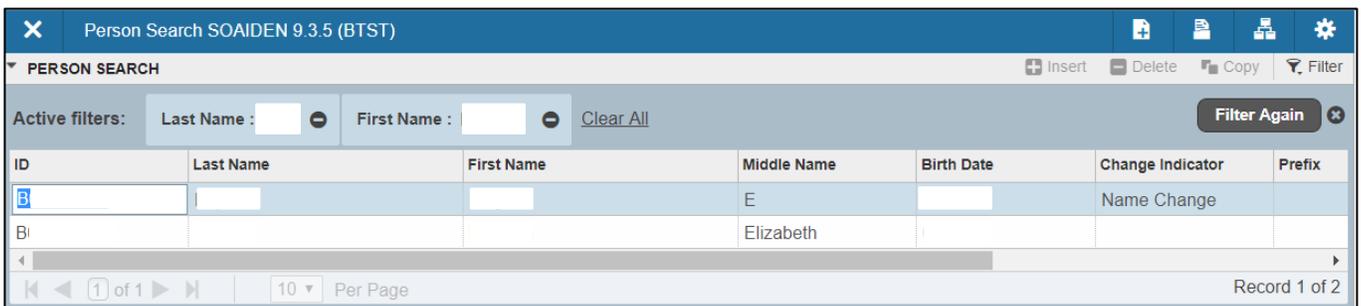
Enter a query; press F8 to execute.

ID  Last Name  First Name  Middle Name

Change Indicator  Add Another Field ...

Clear All Go

6. Click the Go button to find the record.
7. Double click the in the ID field with the Banner ID.



Person Search SOAIDEN 9.3.5 (BTST)

PERSON SEARCH

Active filters: Last Name :  First Name :  Clear All Filter Again

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix
<input type="text"/>			E		Name Change	
Bl			Elizabeth			

1 of 1 Per Page Record 1 of 2

8. Click the Go button to find the record.