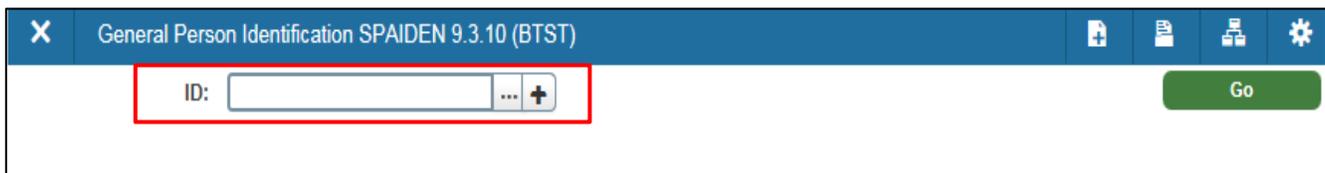


How to view general student information in Banner 9

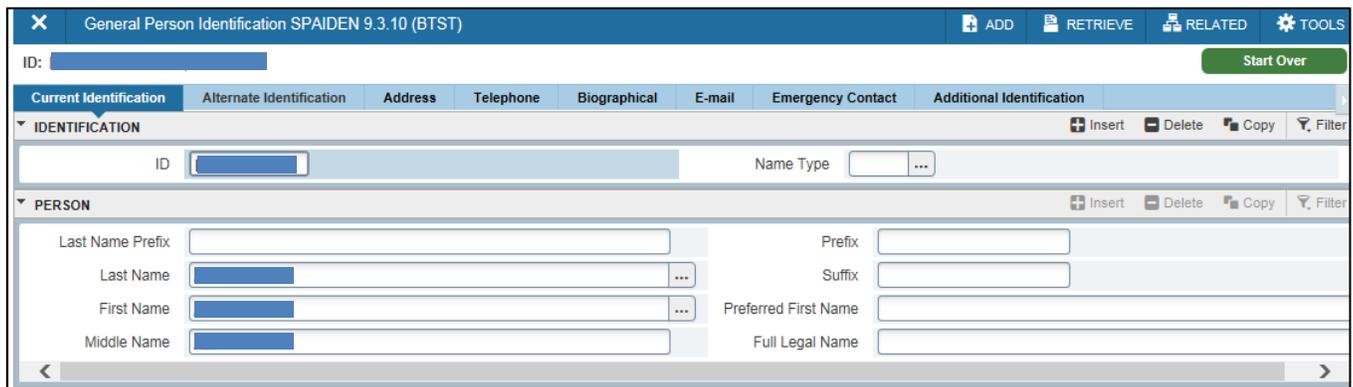
address, phone, email, biological, emergency contact, etc.

1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type General Person Identification or SPAIDEN.
3. Enter students Banner ID or search for student by clicking the look up button.



The screenshot shows the Banner 9 SPAIDEN search interface. At the top, there is a blue header with the text "General Person Identification SPAIDEN 9.3.10 (BTST)" and several icons (ADD, RETRIEVE, RELATED, TOOLS). Below the header, there is a search area with a red box highlighting the "ID:" label and an input field. To the right of the input field is a green "Go" button.

4. Click the Go button 



The screenshot shows the Banner 9 SPAIDEN student information screen. At the top, there is a blue header with the text "General Person Identification SPAIDEN 9.3.10 (BTST)" and several icons (ADD, RETRIEVE, RELATED, TOOLS). Below the header, there is a search area with an "ID:" label and an input field. To the right of the input field is a green "Start Over" button. Below the search area, there are several tabs: "Current Identification", "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", "Emergency Contact", and "Additional Identification". The "Current Identification" tab is selected. Below the tabs, there are several sections: "IDENTIFICATION" with fields for "ID" and "Name Type"; "PERSON" with fields for "Last Name Prefix", "Last Name", "First Name", "Middle Name", "Prefix", "Suffix", "Preferred First Name", and "Full Legal Name".

5. Click the appropriate Tabs. (Current Identification, Alternate Identification, Address, Telephone, Biographical, E-mail, Emergency Contact, Additional Information) to find student information.