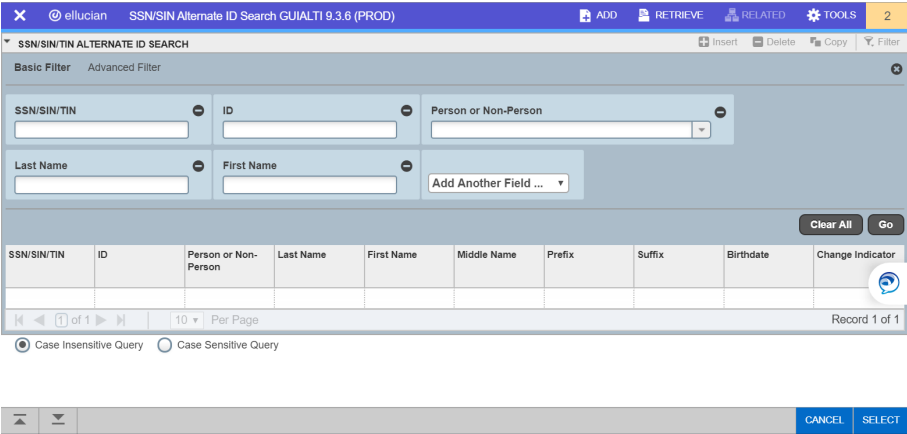


For staff who has access to banner and need to look up a student record.

- Type **SPAIDEN** in navigation bar in banner
 - click on ... next to the + sign.
 - Select **Alternate ID**
 - Staff can search by Social Security Number or any combination of name and/or date of birth.



- A wildcard % is a special character that represents one or more other characters.

To get these results ...	Enter these criteria ...
All entries that contain 'ma'	%ma%
All entries that begin with 'ma'	ma%
All entries that end with 'ma'	%ma
All entries that have 'm' as the second character	_m%