

SPAIDEN - General Person Identification

The Banner page **SPAIDEN** is one of the main "person identification" pages in Banner. With SPAIDEN, you can:

- Find a student or employee's address, phone number(s), emergency contact, date of birth, and demographic information
- Verify identity when working with students
- Research possible name or ID changes made to a person's record

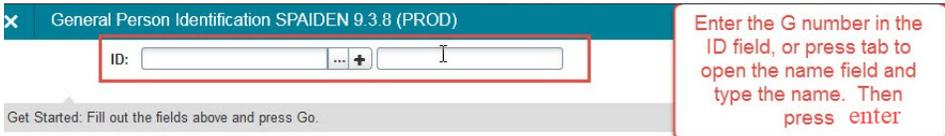
SPAIDEN is also used by authorized employees to create Person Records. It can also be used to make ID, Name, Phone and Address Changes.

Directions

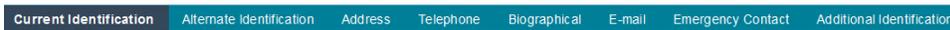
- From the Banner Menu, type **SPAIDEN**. Click the SPAIDEN link below the menu or press **Enter**



- Type the person's G Number in the ID field. (If you do not know the G#, press **Tab** to move to the next field, and type the last name, a comma, and then first name of the person)



- Press **Enter** (You may see a confidentiality warning in the upper right corner if the person is an employee - press **Enter** to acknowledge the warning).
- Now you can click on the **Navigation Tabs** to move to the section you want to view, such as Address, Telephone, and Biographical. (or use the keystroke **Alt-Page Down** to move around if you prefer)



On the "Address" tab, there may be multiple records. You can click through them by using the navigation buttons  or use the keystroke **Up Arrow** or **Down Arrow** if you prefer)

Once we get into SPAIDEN we can use the Navigation tabs to look up information about the person record. We will use the Biographical tab to show some new features here.

▼ BIOGRAPHICAL INFORMATION

Legal Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not Available
Gender	<input type="text"/> ...
Designation	
Personal Pronoun	HE ... He, Him, His
Birth Date	11-JAN-1967 <input type="text"/>
Age	51

We can now choose between the legal sex categories of "Male," "Female" or "Not Available."

We can now also choose from a rich set of "Gender Identities":

Gender Identity Validation (GTVGNDR) ✕

Criteria

Code	Description	Active Indicator	Activity Date
AGND	Agender	Y	30-Jul-2018
CGND	Cisgender	Y	30-Jul-2018
GGND	Genderqueer	Y	30-Jul-2018
MCND	Man-Cisgender	Y	30-Jul-2018
MTRN	Man-Transgender	Y	30-Jul-2018
NBIN	Non-binary, Including gender fluid a...	Y	30-Jul-2018
NOAN	Prefer not to answer	Y	30-Jul-2018
OTHR	Other, identity not listed	Y	30-Jul-2018
QUES	Questioning or unsure	Y	30-Jul-2018
TRAN	Transgender	Y	30-Jul-2018

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Cancel OK

And new pronoun choices!

Personal Pronoun Validation (GTVPPRN) ✕

Criteria

Code	Description	Active Indicator	Activity Date
HE	He, Him, His	Y	30-Jul-2018
SHE	She, Her, Hers	Y	30-Jul-2018
THEY	They, Them, Their	Y	30-Jul-2018
ZE	Ze, Zir, Zirs	Y	30-Jul-2018

Record 1 of 4

Cancel OK

- To start over and look up another person, click on the **Start Over** button.
- To exit SPAIDEN, click on the **White X**  button to return to the main Banner menu (use the keystroke Ctrl-Q if you prefer).

Here is a link to more information on searching for records in banner: [3 Ways to Look up a G Number](#).