



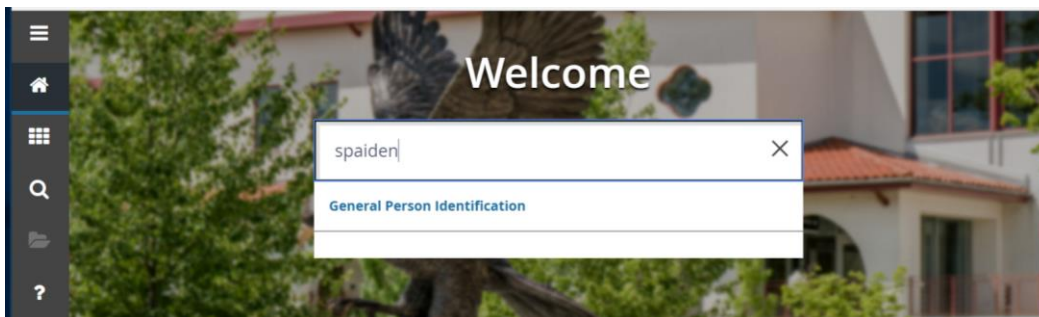
Banner 9: Student Bio/Demographic Information

SPAIDEN or the **General Person Identification** form is used to capture and maintain all biographic/demographic information related to all persons at Montclair State University. You can use this form to find addresses, emergency contact information, and phone numbers or email addresses for a person in Banner.

Note: The word 'Confidential' may be displayed at the top of the Key Block if a student selected this option. Non-person refers to companies that are associated with or do business with the university.

Access SPAIDEN Form

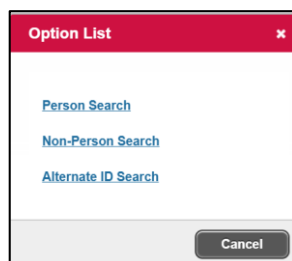
1. Navigate to the **SPAIDEN** form from the Landing Page



2. Click the **Search** lookup in the ID field

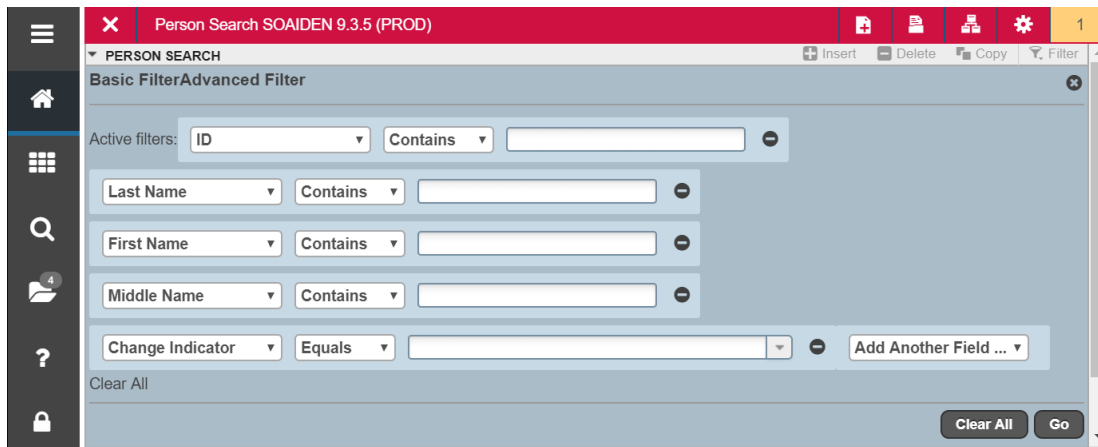


3. Click **Person Search** in the **Option List**

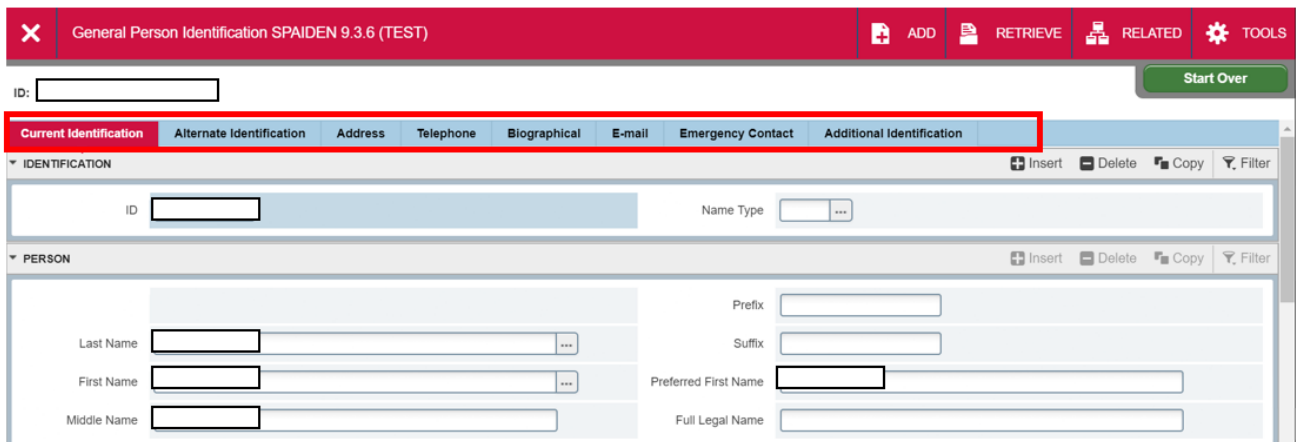


This will open the **SOAIDEN** Person Search form.

1. Enter the search criteria in the appropriate field(s)
2. Click **Go** to execute the query



3. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
4. Click **Go**



About The Tabs

The **SPAIDEN** form has several tabs. The following provides a description of the information that is displayed in each tab.

- **Current Identification:** This section will display the student's or employee's name.
- **Alternate Identification:** When a student or employee has undergone a name change the previous name is not removed from their record. Instead it will be displayed under the Alternate Identification section.
- **Address:** This section displays all current and previous addresses for a student or employee. Addresses are displayed in the following order: active or current address then inactive address.

- **Telephone:** This section displays and maintains an unlimited number of telephone numbers for a student or an employee.
- **Biographical:** This section will display all biographical information related to all persons associated with Montclair State University such as gender, marital status and ethnicity. This information can also be viewed on the SPAPERS form.
- **E-mail:** This section displays all the email addresses that can be used for a person. This information can also be viewed using the GOAEMAL form.
- **Emergency Contact:** This section displays emergency contact information for a student or employee.