Banner Search

In Banner, a person search may be performed from any Banner page that has an ID field in the key block. Searches are performed in a variety of ways: by Name, Banner ID, PIDM, NetID, and UPI.

For the purposes of this training guide, SGASTDN, the General Student page, will be used. All person information displayed has been created for this guide and is not actual Yale person data. As a result, NetID and UPI data/values will be null.

Steps to perform the following processes are included in this guide:

• Person Search by Name via Search Filter
• Person Search by Name via Last Name field
• Person Search by PIDM
• Person Search by Banner ID, NetID, UPI
Person Search by Name via Search Filter

1. From the Application Navigator page, use the search box to enter “SGASTDN” and Enter.
2. Click the ellipses (…) icon to the right of the ID field.
3. The Options List box will display. Click Person Search.
4. Select “Last Name” from the Add Another Field… drop down menu.
5. Enter the name.
6. Click GO.

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7. All person records with the entered last name will display. Select the desired record by placing cursor in the person record row and double click or click “Select” in the lower right corner. The person record information will be returned to/displayed in the key block of the SGASTDN page.
Person Search by Name via Last Name Field

1. From the Application Navigator page, use the search box to enter “SGASTDN” and Enter.

2. Place your cursor in the ID field and hit Tab on your keyboard.

3. The Last Name field will display to the right of the ID field. Enter the last name you are searching for and Enter.

4. Click “Person Search Detail” in the Extended Search box that displays.

5. All person records with the entered last name will display. Select the desired record by placing cursor in the person record row and double click or click “Select” in the lower right corner. The person record information will be returned to/displayed in the key block of the SGASTDN page.
Person Search by PIDM

1. From the Application Navigator page, use the search box to enter “SGASTDN” and Enter.

2. Click the ellipses (...) icon to the right of the ID field.

3. The Options List box will display. Click Person Search.

4. Select “PIDM” from the Add Another Field… drop down menu.

5. Enter the PIDM number of the person you are searching for.

6. Click GO.

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7. The person record associated with the entered PIDM will display. Select this record by placing cursor in the person row and double click or click “Select” in the lower right corner. The person record information will be returned to the key block of the SGASTDN page and will display the person’s current ID which is associated with the entered PIDM.
Person Search by Banner ID, NetID, UPI

1. From the Application Navigator page, use the search box to enter “SGASTDN” and Enter.

2. Click the ellipses (...) icon to the right of the ID field.

3. The Options List box will display. Click Person Search.

4. Select “ID” from the Add Another Field… drop down menu.

5. Enter either the person’s Banner ID, the NetID or the UPI.

6. Click Go.

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7. The person record associated with the entered value (ID, NetID or UPI) will display. Select this record by placing cursor in the person row and double click or click “Select” in the lower right corner. The person record information will be returned to the key block of the SGASTDN page and will display the person’s current ID which is associated with the entered value (NetID, UPI).

**Shortcut:** If you know the person’s ID, NetID or UPI, enter the value directly into the ID field of the Banner Page (ex SGASTDN) and person’s name will display to the right of the ID.