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, PIDM, or ID (SID, NetID, or 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 Basic Filter and Advanced Filter**
• **Person Search by Name via Last Name field**
• **Person Search by PIDM**
• **Person Search by ID (SID, NetID, or UPI)**
Person Search by Name

1. From the initial “Welcome” page, use the search box to enter “SGASTDN” and press Enter.
2. Click the ellipsis (…) icon to the right of the ID field.
3. The Option List box will display. Click Person Search.
4. Select Basic Filter or Advanced Filter.
   • For Basic Filter, see page 3.
   • For Advanced Filter, see page 4.

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Person Search by Name (Basic Filter)

To search by name using the Basic Filter:

1. Click into the **Last Name** field and enter the last name.
2. Click **Go**.
   - Note: The fields in the PERSON SEARCH will be displayed horizontal or vertical depending on which browser is being used.
3. All person records with the entered last name will display. Double-click any name to continue.

For help, contact the Registrar’s Office at registrar@yale.edu
Person Search by Name (Advanced Filter)

To search by name using the Advanced Filter:

1. Click into the **Last Name** field and enter the last name.
2. Click **Go**.
3. All person records with the entered last name will display. Double-click any name to continue.

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Person Search by Name via Last Name Field

1. From the initial “Welcome” page, use the search box to enter “SGASTDN” and press Enter.

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

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

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

5. All person records with the entered last name will display. Double click the desired record or click once on the desired record and then click “SELECT” in the lower right corner. The person record information will be returned to/displayed in the key block of the SGASTDN page.

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Person Search by PIDM

1. From the Application Navigator page, use the search box to enter “SGASTDN” and press Enter.
2. Click the ellipsis (…) icon to the right of the ID field.
3. The Option List box will display. Click Person Search.
4. Click into the PIDM field.
5. Enter the PIDM number of the person you are searching for.
6. Click Go.

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Person Search by PIDM (continued)

7. The person record associated with the entered PIDM will display. Select this record by placing the 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 SID, NetID, or UPI

1. From the initial “Welcome” page, use the search box to enter “SGASTDN” and press Enter.

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

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

4. Enter in the ID field the person’s SID, NetID, or UPI.

5. Click Go.

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6. 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 SID, NetID, or UPI.

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