The **SPAIDEN** form is used to capture biographic/demographic information for all persons/non-persons associated with the university.

All other Banner modules/applications are dependent on the information captured and maintained in this form. Only certain departments (i.e. Registration, Admissions, HR, SFS) have read and update access to make changes to a person’s or non-persons biographic and demographic information. Other users have read only access.

Students and staff can update some personal information under the Personal Information Tab in EagleNET. This includes addresses, phone numbers or email addresses. All other changes must be made by an employee who can add, delete, or modify records in Banner Student using **SPAIDEN**.
**What is difference between EagleNET Student Information and this form?**

The difference between the information stored in SPAIDEN and the information available in the student’s personal information in EagleNET is the amount of information available and who can access it.

A student’s personal information in EagleNET includes demographic data: his or her active addresses and phone numbers, as well as email addresses. The student can access and change any of these items using EagleNET. Faculty and advisors can view a student’s addresses, phone numbers, and email addresses.

SPAIDEN contains additional information that can be accessed by department personal who have student access, as well as by faculty and advisors. The additional information in SPAIDEN includes: biographic data, emergency contact, and alternate identification (i.e. married student’s maiden name).

**Who should use this form?**

Department secretaries, residential life advisors, faculty, advisors or employees who need to:

- look up emergency contact information for a student
- update student biographical data
- update non-person’s biographic or demographic data
- update biographic or demographic details that cannot be changed in EagleNET by the student

**Special Notes when using SPAIDEN**

Please keep in mind the following items when using SPAIDEN:

- The word **Confidential** is displayed at the top of the Key Block when a student has selected this option on the **Biographical** screen.

- Non-Persons are companies that are associated or do business with the University, such as Office Depot or Hewlett-Packard. Each of these companies have an EWU identification number. Name searches can be performed using the **ID Search > Non-Persons** choice. This opens the **SOACOMP** form used for searching for non-persons. You can use the alternate search method described in the next section.

**How to use this form**

1. After logging into Banner, type **SPAIDEN** in the **Go To** field and press **Enter**.
2. Type in the person/non-person ID number in the ID field

   OR

3. Click on the arrow next to the ID field to initiate a search.

4. If you are looking for a student’s information select Person Search. If you are looking for vendor information select Non-Person search.

5. The SOAIDEN form displays.

6. Tab to the Last Name field. Enter in the last name of the student. If the first name is known, enter that in the First Name field. The more information provided the more precise the search results will be displayed.

7. Press F8 to execute the search (query).

8. Scroll through the list until the student’s name is listed.

9. Double click on the student’s ID number. If the student has more than one record select the first record—they will have the same ID number.

Alternative method to Search for Student ID
You can also initiate a search using the student’s name in the Key Block – the large text box after the ID field:

1. Tab to the text box next to the ID field and type in the student’s name. This may include a middle name or initial.
2. Type Last Name, First Name, MI in this order, using commas to separate elements. Press Enter. If you typed in the correct registered name the student ID will display.

3. If there is more than one student with the same information, the ID and Name Extended Search pop-up window displays. Select the student from the list in the search results field.

Retrieving Student Detailed Information

1. Verify the name and ID number belongs to the student whose record you are accessing.

2. Click Next Block to retrieve the student’s information.

3. Continue to click Next Block to move through the tabbed sections until you locate the information required or to be changed.

4. To move to additional records in a tabbed section press Next Record or Previous Record.

SPAIDEN Tabs

The following provides information on the different sections of the form, the type of data in the section, and special requirements associated with the section.

Current Identification: This section identifies the Person or Non-Person details including:
- Student or employee’s name.
- Who last updated the record, when, and with which form.

Alternate Identification: When a student has a name change the previous name is not removed from the student’s records. The previous name is displayed on the Alternate Identification screen along with additional information:

- Who made the change and when the change took place is listed for each record.
- Students who were enrolled at the University prior to Banner’s implementation and have an alternate ID may have the same activity date for each record.
- Students who enrolled after Banner’s implementation, but attended in prior years display different activity dates.
- This information is not displayed in EagleNET.
**Address:** Addresses consist of 14 different types. You must use this window to enter address and delivery information for the person or non-person. Addresses are displayed in the following order: all active or current addresses in type order, followed by all inactive addresses ordered by type, from date, to date, and status.

- Enter the date the address is valid from; only include the **To Date** if the address has an end date.
- Determine the type of address (i.e. Diploma mailing) by selecting the search arrow.
- The phone number may be entered on this screen.
- If the address is to be inactivated you must click on the checkbox.
Always press Save after making any changes.

The address information available in EagleNET for students, faculty, and advisors to view is active address information only. Students can update address information in EagleNET and those changes will be immediately reflected in SPAIDEN.

**Telephone:** Telephone information can be viewed and updated in the telephone tab in SPAIDEN.

- To move between records press Next Record or Previous Record.
- To clear or remove a record press .
- To insert a new record press .
- Note the format of the telephone number. The additional field is for an extension if necessary.
- Always press Save after making any changes.
Biographical: This screen displays information from the main block of SPARERS. You can view and update information in this window for persons.

This form contains:

- Text boxes,
- List of Value fields (where the choice can be made by clicking on the search arrow for the field,
- Radio buttons where only one choice can be selected, and
- Check boxes where all fields may be selected.

- Not Available (Gender) is selected; New Ethnicity and Veteran Category are set to non for Non-Person records.

- Always press Save after making any changes.
**E-mail:** This window displays all the email addresses that can be used for the person or non-person entry.

On this screen or in the form GOAEMAL the person or non-person email address can be added, changed or deleted. When entering an email address:

- Select the email address type. Click on the search arrow for a list of choices.
- The description of the email type will automatically fill in.
- Type in the email address
- If the address is to be viewed in EagleNET you must click the check box for “Display on Web”
- Always press **Save** after making any changes.
Emergency Contact: The window displays emergency contact information for the person or non-person; listed in the order of contact. There may be up to 9 contacts listed.

Emergency contact information may be entered in this screen of the SPAIDEN form or using SPAEMRG. The information must be entered in the order below. As each entry is completed the cursor will advance to the next field:

- Select a priority for the contact, 1 through 9
- Type in Last Name, First Name, and Middle Initial (if applicable)
- Select the relationship type using the search arrow
- Select the address type using the search arrow
- The actual address will not automatically fill in; you must complete the remaining fields.
- Always press Save after making any changes.
Terminology

**Person** – a student who is currently enrolled or has attended the University. This can also be an employee, who may or may not be a student.

**Non-Person** – an external company who has a relationship with the University.

**Confidential** – the student has indicated their information is not to be published. This includes in student directories or in notices to external media sources.