# HOW TO SEARCH BY SSN

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REVISION HISTORY						
	Version	Date	Name	Description		
	1.0	11/1/2015	Teri Eckman	Final		

## INTRODUCTION AND PURPOSE

Information on how to perform a search by Social Security Number (SSN) in Banner.

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

- Notification of Security Breaches Involving Personal Information Campus Policy Number: 400-60 <u>http://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=400-60</u>
- 2. Family Educational Rights and Privacy Act of 1974 (FERPA) http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html
- 3. UC FERPA Policy http://policy.ucop.edu/doc/2710533/PACAOS-130
- 4. UCR FERPA Policy <u>http://registrar.ucr.edu/registrar/privacy-ferpa/ucr-ferpa-policy</u>.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

- 1. Financial Aid
- 2. Graduate Division
- 3. Registrar
- 4. Student Business Services / Housing
- 5. Undergraduate Admissions

#### **BEFORE YOU BEGIN**

If this is the first time you are reviewing this procedure, open Banner Training (bannersbxe.ucr.edu) to follow along.

#### FORMS

The forms listed below are covered in this training.

Form	Form Name	Description			
GUIALTI SSN/SIN Alternate ID Search		Form that allows you to use SSN or SIN to find a person.			

## PROCEDURES

#### SEARCHING FOR A PERSON BY SSN ON GUIALTI

There are two ways you search by SSN, 1) by going directly to the form GUIALTI or 2) by selecting the drop down next to the ID field.

#### STEPS

1. Go to GUIALTI

🙆 Oracle Fusion Middleware Forms Services: Open > SPAIDEN - GUIALTI							
Eile Edit Options Block Item	Record Query Tool	s <u>H</u> elp					ORACLE
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3 SSN/SIN Alternate ID Search G	UIALTI 8.3.1 (PPRD)	XE)					≝ × <mark>^</mark>
SSN/SIN/TIN	ID E	intity	Last Name		First Name	Middle Name	Birthdate Change
				[			
Case Insensitive Query Case Sensitive Query Case Sensitive Query							
FRM-40105: Unable to resolve ref	ference to item persor	AlternateIdView	Block.surnamePrefix.				
Record: 1/1 Enter-Qu <osc></osc>							

- 2. Enter the SSN in the **SSN/SIN/TIN** field
- 3. Click the Execute Query button in the menu OR Press F8 to Execute Query

#### SEARCH BY USING THE DROP DOWN OPTION ON THE ID FIELD

#### STEPS

1. On the form that you are on (in this example, SPAIDEN) select the arrow next to the ID field to display the drop down.

▲ Oracle Fusion Middleware Forms Services: Open > SPAIDEN						
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Beneral Person Identification SPAIDEN 8.5.3.1 (PPRDXE) 3000000000000000000000000000000000000						
ID:						
Current Identification Alternate Identification Address Telephone Biograp						

2. Select Alternate ID Search in the Options List box that appears

Oracle Fusion Middleware Forms Services: Open > SPA	IDEN	
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Beneral Person Identification SPADEN 8.5.3.1 (PPF	RDXE)	<u> × ≻</u>
ID:	Generate ID:	<b>8</b>
Current Identification       Alternate Identification       Add         ID:       Name Type:       •         Person       •       •         Last Name:       •       •         First Name:       •       •         Middle Name:       •       •         Prefix:       •       •         Suffix:       •       •         Full Legal Name:       •       •	Telephone Biographical E-mail Emerger	ID and Name Source Last Update User: Activity Date: Origin:
Non-Person Name:		Original Creation User: Create Date:
Record: 1/1	<0SC>	l)

3. Follow steps as described in how to use GUALTI

## FINAL QUIZ

- 1. There is only one way to search for a student by SSN.
  - a. True
  - b. False

Answer: (b) False. You have two options - by using the ID drop down or by going directly to GUIALTI