

# 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

1. Notification of Security Breaches Involving Personal Information – Campus Policy Number: 400-60  
<http://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=400-60>
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  
<http://registrar.ucr.edu/registrar/privacy-ferpa/ucr-ferpa-policy>.

## 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 ([bannersbx.ucr.edu](http://bannersbx.ucr.edu)) to follow along.

## FORMS

The forms listed below are covered in this training.

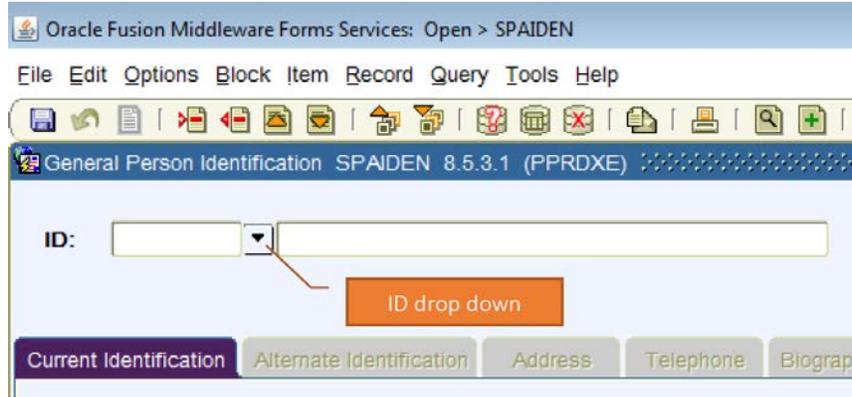
Form	Form Name	Description
GUIALTI	SSN/SIN Alternate ID Search	Form that allows you to use SSN or SIN to find a person.



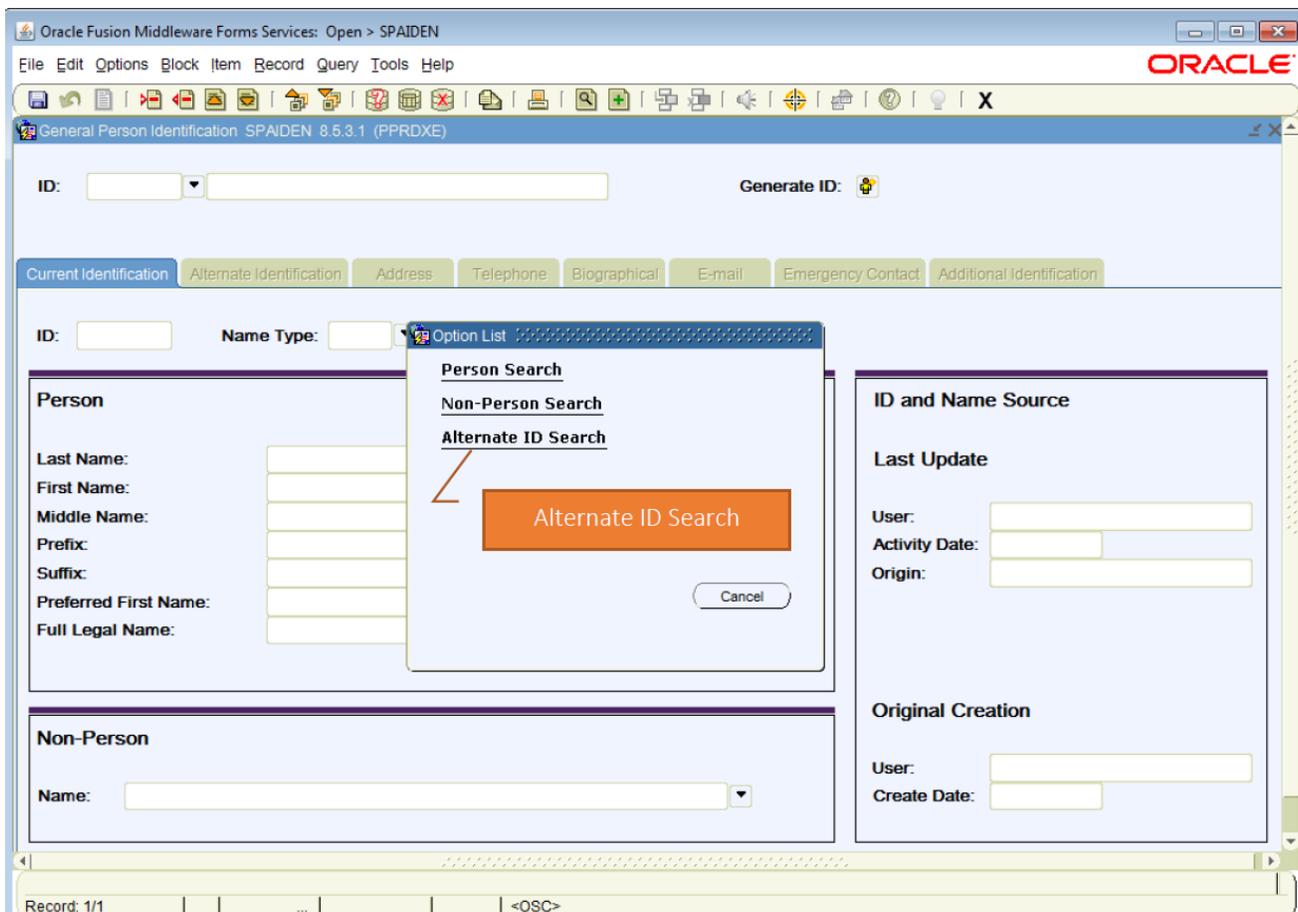
## SEARCH BY USING THE DROP DOWN OPTION ON THE ID FIELD

### 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.



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



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