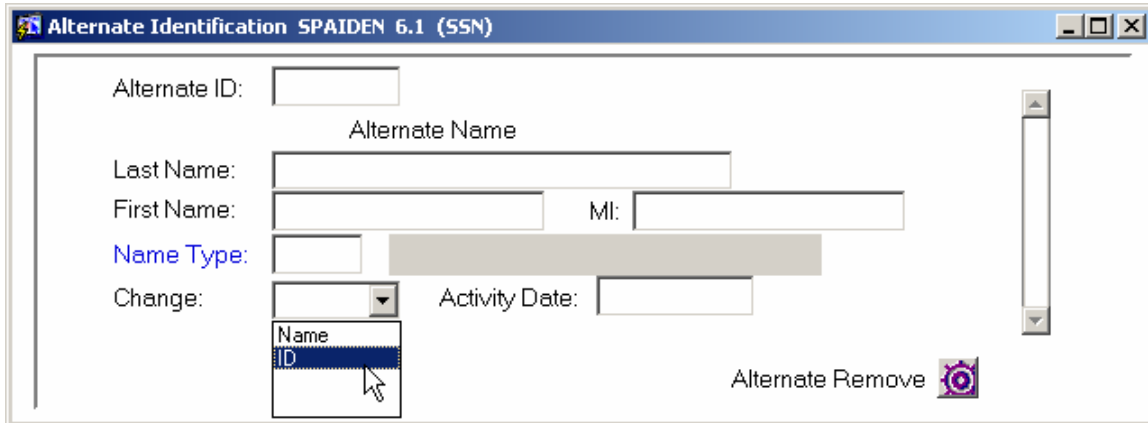


Banner ID SSN Conversion FAQs

1. Is there a new procedure I need to follow when the current IDs are no longer Social Security Numbers?

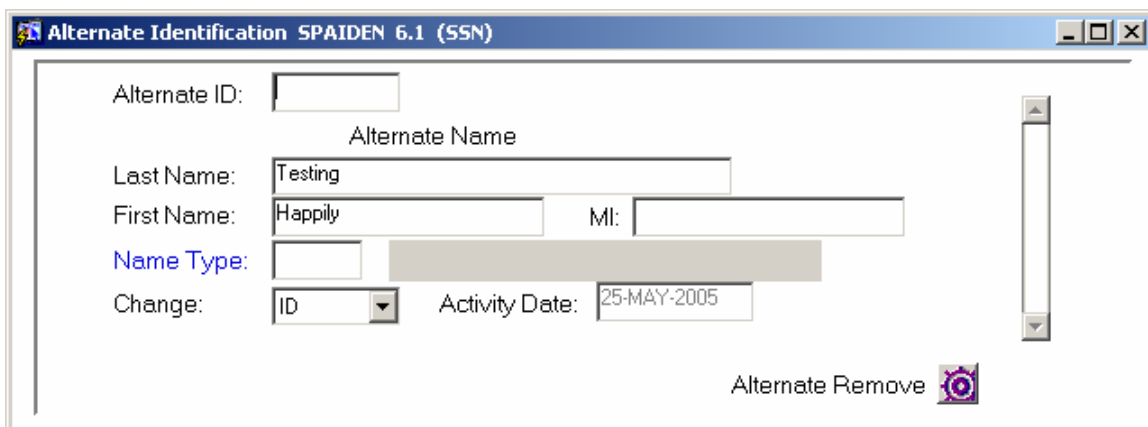
Below is the procedure to follow when adding on new records in Banner when a Social Security Number (SSN) is available. This will allow you to enter either an SSN or a 'B' ID# to find the current person record. **VERY IMPORTANT NOTE: If you enter an SSN and a record does not come up, do not assume it is not already in Banner. Perform a thorough SEARCH before adding on a new record.**

- After generating a 'B' ID# and entering the name in SPAIDEN, APAIDEN, PPAIDEN, FOAIDEN, etc., perform a next block to get to the Alternate Identification block.
- In that block, first select the type of change like below. For this procedure, the type will always be ID.



The screenshot shows a window titled "Alternate Identification SPAIDEN 6.1 (SSN)". It contains several input fields: "Alternate ID:", "Last Name:", "First Name:", "MI:", "Name Type:", "Change:", and "Activity Date:". The "Change:" dropdown menu is open, showing two options: "Name" and "ID". The "ID" option is selected. There is also an "Alternate Remove" button with a gear icon.

- After you select ID, the name and activity date will populate like below:



The screenshot shows the same window as above, but now the "Change:" dropdown menu is set to "ID". The "Activity Date:" field is populated with "25-MAY-2005". The "Name Type:" field is also populated with "Testing".

- Enter the Social Security number in the Alternate ID field and save:

- You will still need to add the SSN to SPAPERS, APAPERS, FOAPERS, etc. as usual.

2. Will some offices follow the same procedures as before?

Yes. In Finance, when setting up vendors that are non-persons, follow the usual procedures. However, if the vendor is a person, you must follow the same guidelines as above when adding them to Banner as a new record. Constituents of the College will be added on by College Relations as usual since the SSN of donors is usually unknown.

3. When I enter the SSN as an alternate ID, will that be the only place I need to enter it?

No, entering an SSN as an alternate ID does NOT store the SSN in the SSN field of SPAPERS, APAPERS, FOAPERS, etc. You must continue to add SSN in those forms as usual.

4. What is the main benefit of adding the SSN as an alternate ID?

For normal Banner searching/processing, you can enter either the SSN or the 'B' ID# to automatically retrieve the current record as long as the SSN is set up as an alternate ID.

5. How will I access BOND?

For BOND access, you may enter either your SSN or your 'B' ID# to log in; however, the 'B' ID# will be displayed on pertinent pages rather than your SSN.

6. How important is it to search before adding a new record to Banner?

It is imperative that a thorough search is performed before adding on new records to Banner. If a SSN was not set up as an alternate ID on a record, you will be unable to enter in the SSN to retrieve the record. Therefore, it is very important to search on name if a record is not retrieved when entering in a SSN or else duplicate records may inadvertently be created.