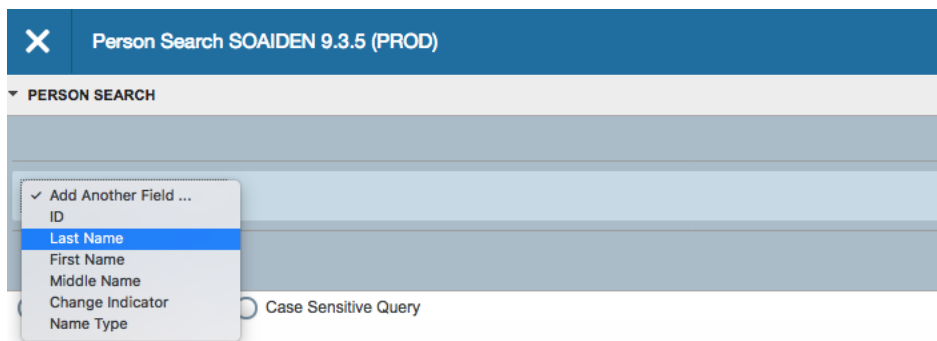


Viewing Student Demographic Information

Banner login page: <https://polaris-admin.bowdoin.edu>

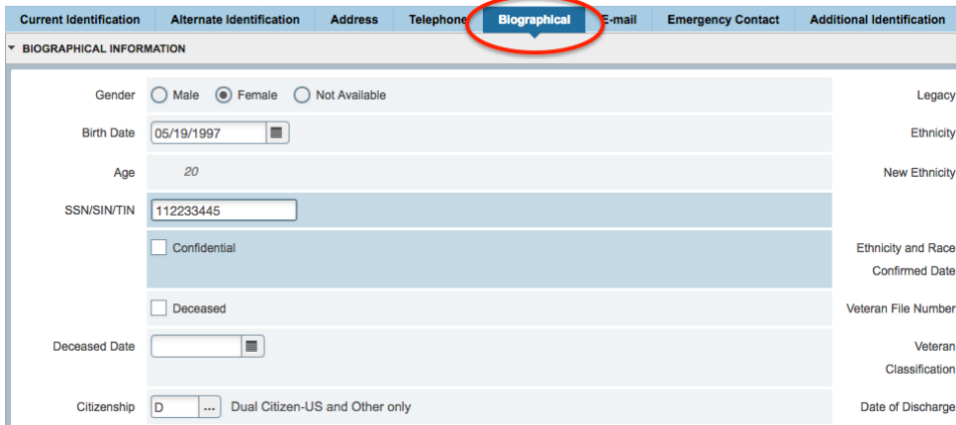
To find a student record (SPAIDEN)

1. On the Banner home page, search for General Person Identification (or SPAIDEN).
2. Enter the student's ID in the ID field. If you don't know the ID, press the ellipse (3 dots) in the ID field.
3. In the Option List, choose Person Search.
4. Drop down the menu to Add Another Field and select the search criteria you would like to use, then click Go.



5. Add multiple fields to restrict the number of results that are returned.
6. Note: Use the % character as a wild card. For example, Ste%, will return all students with the first name Steve, Steven, or Stephen.
7. Highlight the student record, then click Select, and Go.

8. Select the Biographical tab to view demographic information such as SSN and birth date.



Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact	Additional Identification
▼ BIOGRAPHICAL INFORMATION							
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Not Available						Legacy
Birth Date	05/19/1997						Ethnicity
Age	20						New Ethnicity
SSN/SIN/TIN	112233445						
	<input type="checkbox"/> Confidential						Ethnicity and Race
	<input type="checkbox"/> Deceased						Confirmed Date
Deceased Date							Veteran File Number
							Veteran Classification
Citizenship	D ... Dual Citizen-US and Other only						Date of Discharge

9. Use additional tabs to access other information as needed.