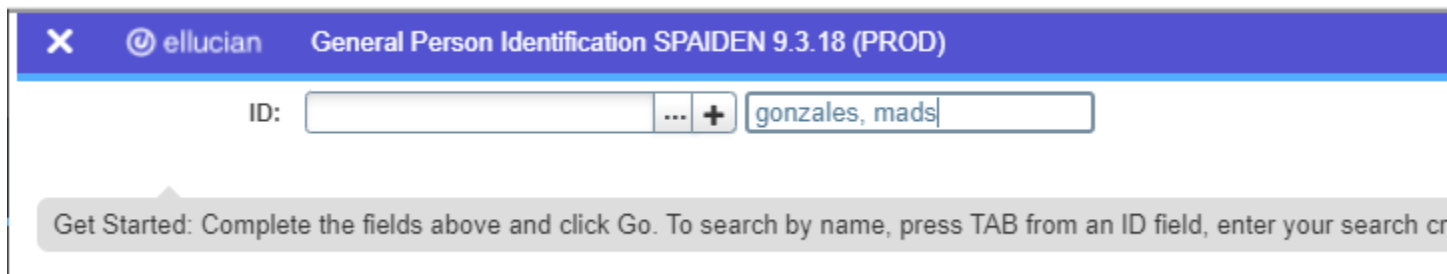


Searching by Preferred Name in Banner Admin

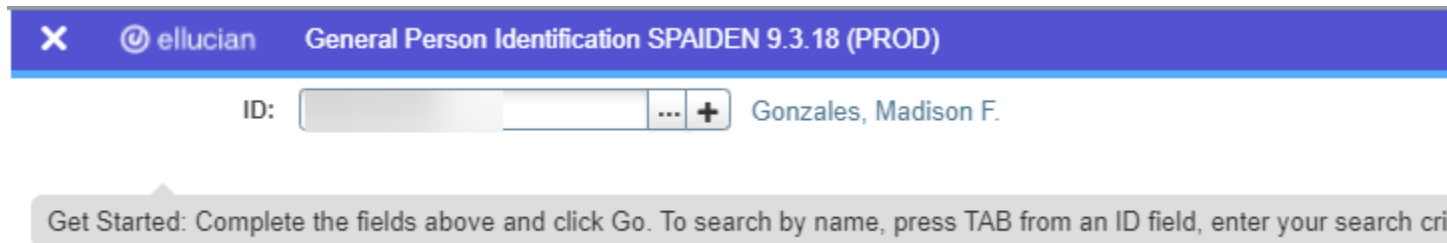
Great news! You can now search students by their preferred (chosen) first name in Banner.

Example #1:

A student has the legal name of Madison Gonzales but has a preferred (chosen) first name of Mads. Within Banner, the system now has the capability to search for them with their preferred (chosen) first name as Mads Gonzales in the name search field. The system will automatically convert to the student's legal name.



The screenshot shows the Banner Admin search interface. At the top, there is a blue header bar with a close button (X), the ellucian logo, and the text "General Person Identification SPAIDEN 9.3.18 (PROD)". Below the header, there is a search bar with the label "ID:" and a text input field containing "gonzales, mads". To the right of the input field are three dots and a plus sign. Below the search bar, there is a grey tooltip box with the text: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search cr".



The screenshot shows the Banner Admin search interface after a search. The header bar is the same as in the previous screenshot. Below the header, there is a search bar with the label "ID:" and a text input field containing "Gonzales, Madison F.". To the right of the input field are three dots and a plus sign. Below the search bar, there is a grey tooltip box with the text: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search cr".

Example #2:

Let's try one where the student's preferred (chosen) name is not similar to their legal first name through the person search. Michaela Dinwiddie has the preferred (chosen) first name of Chaela.

ID	Last Name	First Name	Middle Name
	Dinwiddie	Chaela	

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search c

You may also type the students preferred (chosen) name in the name field and tab over for the same results in the first example.

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search c

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search c