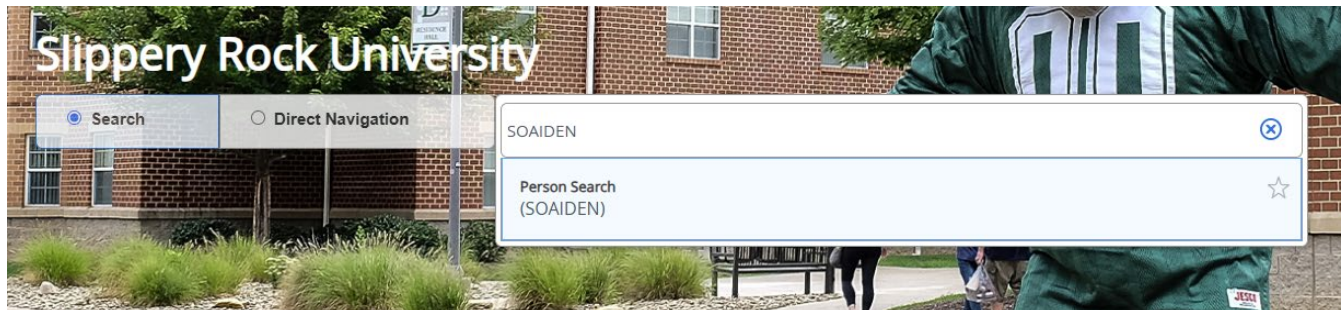# Looking Up Student ID

Legacy Banner – A0 number

OneSIS Banner – P number

LEGACY BANNER – If you do not know a student's A0 number.

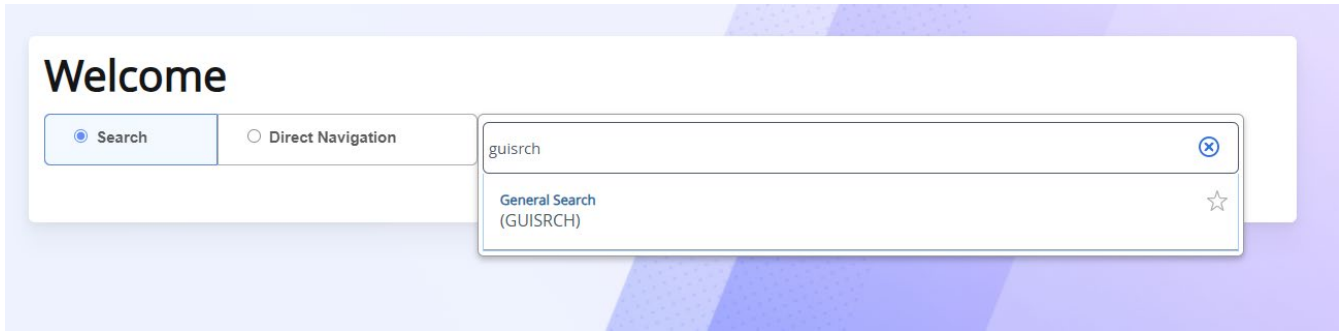In Legacy Banner, navigate to the Person Search form - **SOAIDEN.**

Enter the student's first and last name in the appropriate fields. Click **GO** to search.

TIP: Use a percentage symbol (**%**) as a wildcard. For example, if you have no results with the first name Alex, try Alex% to search all students with "Alex" in their first name (Alexander, Alexandra, etc.).

In the Person Search results, find the correct student (you may need to reference a middle initial or birth date). Their A0 number is listed to the left of their name.

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ONESIS BANNER – Finding a student's P number by their A0 number.

In OneSIS Banner, navigate to the General Search form – **GUISRCH**.

Type the student's A0 number in the **Additional ID** field and click **GO.**

The student's P number will be displayed to the left of their name.

<u>If you do not know the student's A0 number or P number</u>, use the search button **[…]** next to any **ID field** in Banner to search by their name.

You will see results for matching names in the **entire PASSHE system**. You may need a student's middle initial or birthdate to ensure you access the correct record.