3.0 Student Bio/Demo Information (SPAIDEN)

3.1 Viewing a Student’s Address

The General Person Identification Form (SPAIDEN) is used to maintain biographic/demographic information for all persons associated with U of M. (The alternate form is SPRADDR.)

1. Access the General Person Identification Form (SPAIDEN) from the General Menu.
2. In the ID field, enter the U of M ID of the student.
   • If you don’t know the ID of the student, click the Search icon to find the student
3. Perform a Next Block.
4. Select the Address tab.
   • The address information will be displayed.
   • Use the scroll bar to the right, or down arrow to view additional information.
5. To view another student, click the Rollback icon (or shift F7) and repeat steps 1-4.
6. To return to the General Menu, click the Exit icon (or Ctrl-Q).
3.2 Viewing Student Biographic Information

The General Person Form displays biographic information for all persons associated with U of M. (The alternate form is SPAPERS.)

1. Access the General Person Form (SPAIDEN) from the General Menu.
2. In the ID field, enter the U of M ID of the student.
   - If you do not have the ID of the student, click the Search icon to find the student.
3. Perform a Next Block.
4. Select the Biographical tab.
   - The biographic information will be displayed.
   - Use the scroll bar to the right or down arrow to view additional information.
5. To view another student, click the Rollback icon (or shift F7) and repeat steps 1-3.
6. To return to the General Menu, click the Exit icon (or Ctrl-Q).

Note:

If the student has a directory restriction on their record, the word Confidential will be at the top of every form with the ID field in the key block. A directory restriction prohibits you from sharing any student information with other individuals or offices. If a student is requesting information, they must show identification in order to receive any information.
3.3 Viewing a Student’s Telephone Number

The General Person Telephone Form is used to maintain an unlimited number of telephone numbers for all persons associated with U of M. Alternate form is SPATELE.

1. Access the General Person Form (SPAIDEN) from the General Menu.
2. In the ID field, enter the U of M ID of the student.
   - If you don’t know the ID of the student, click the Search icon to find the student.
3. Perform a Next Block.
4. Select the Telephone Tab.
   - The telephone information will be displayed.
   - Use the scroll bar to the right or the down arrow key to view additional information.
5. To view another student, click the Rollback icon (or shift F7) and repeat steps 1-3.
6. To return to the General Menu, click the Exit icon (or Ctrl-Q).
3.4 Viewing a Student’s E-mail address

The General Person Email Form is used to maintain an unlimited number of email addresses for all persons associated with U of M. Alternate form is GOAEMAL.

1. Access the General Person Form (SPAIDEN) from the General Menu.
2. In the ID field, enter the U of M ID of the student.
   - If you do not have the ID of the student, click the Search icon to find the student (see pages 5-6 for additional instructions).
3. Perform a Next Block.
4. Select the E-mail tab.
   - The e-mail information will be displayed.
   - Use the scroll bar to the right or down arrow to view additional information.
5. To view another student, click the Rollback icon (or shift F7) and repeat steps 1-3.
6. To return to the General Menu, click the Exit icon (or Ctrl-Q).
3.5 Viewing Student Emergency Contact/NOK Information

The Emergency Contact Form displays emergency contact information for all persons associated with U of M. Alternate form is SPAEMRG. Next of kin information is on SOAFOLK.

1. Access the General Person Form (SPAIDEN) from the General Menu.
2. In the ID field, enter the U of M ID of the student.
   - If you do not have the ID of the student, click the Search icon to find the student.
3. Perform a Next Block.
4. Select the Emergency Contact tab.
   - The emergency contact information will be displayed.
   - Use the scroll bar to the right or the down arrow to view additional information.
5. To view another student, click the Rollback icon (or shift F7) and repeat steps 1-3.
6. To return to the General Menu, click the Exit icon (or Ctrl-Q).
4.0 Admissions Status

4.1 Admissions Query- Application Status (SAAADMS)

Note: There could be more than one application per term.