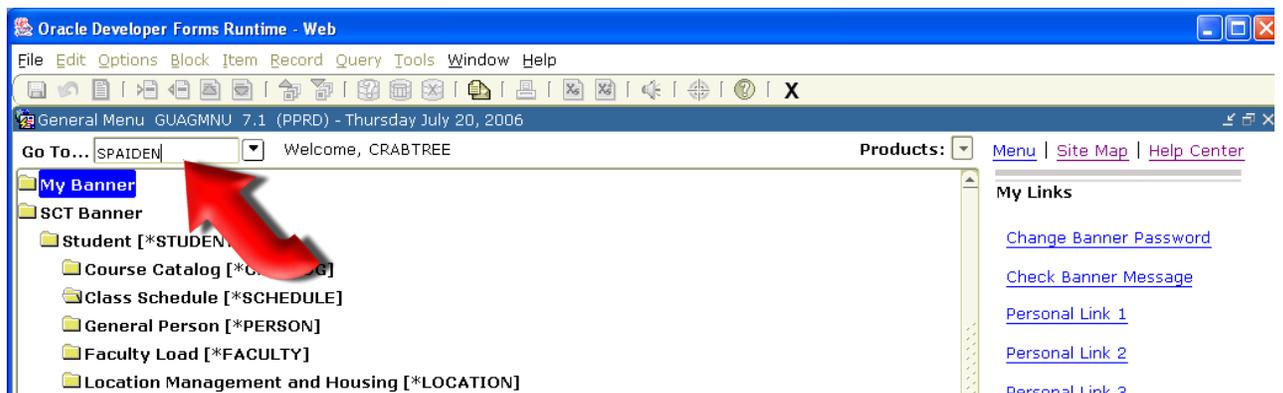# SPAIDEN
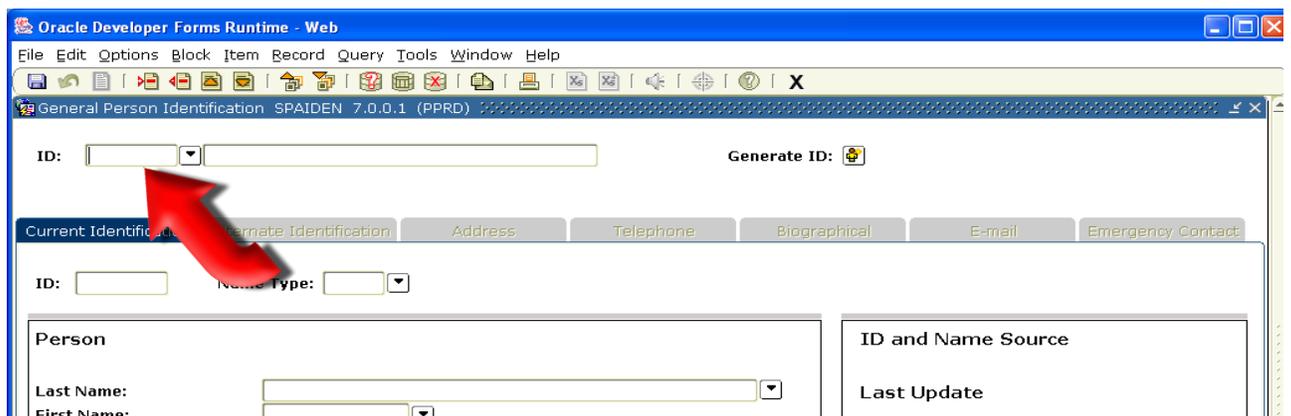
SPAIDEN contains information such as:

Current Name
Alternate Names
Addresses
Telephone Numbers
Biographical Information
E-Mail Addresses
Emergency Contact Information

**Step 1:** Type SPAIDEN in the "Go To" field then press Enter.

**Step 2:** Type Student's ID or SSN Number in the "ID" field and press Enter.

Note: If the student's ID number is not available you can search using the student's name by clicking in the "ID" field and then tabbing over to the field next to it.

There you can enter the student's name in this format: last name, first name and press enter.

If more than one student goes by the same name a box will appear with some search results. Click on the down arrow next to the "Search Results" field to view the list of students found that matched your search criteria. Select the student you are looking for by clicking on them and then proceed to the next step.
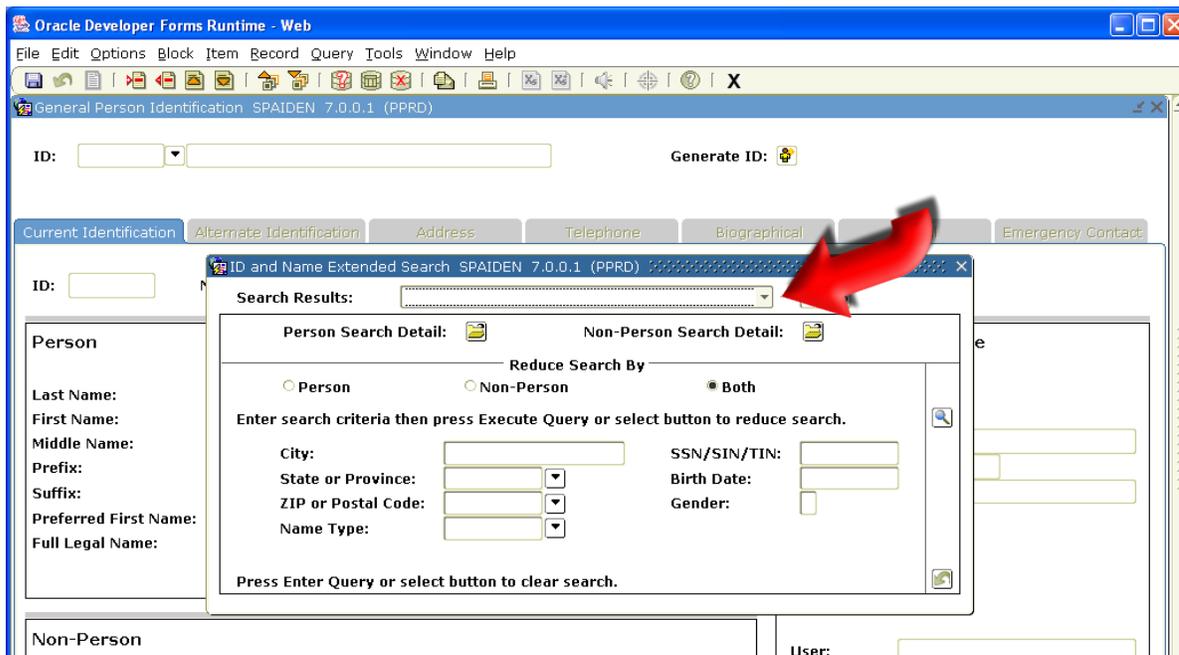
Step 3: Click the "Next Block" icon to show the relevant student information.
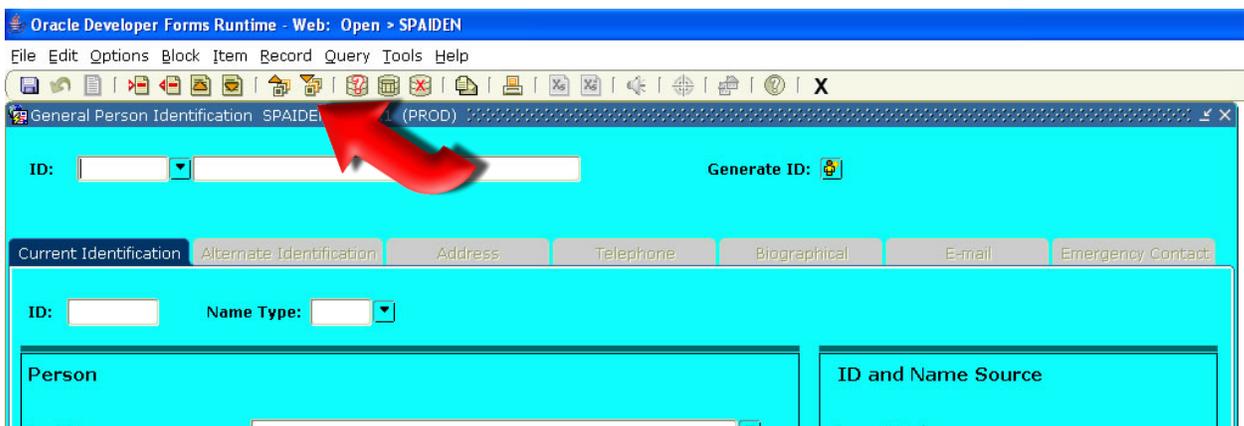
Step 4: When you get to this point you can navigate to the different tabs by clicking on the tab itself or by clicking the "Next Block" icon. Information under the Biographical and E-mail tabs are the same information that can be found on SPAPERS and GOAEMAL respectively
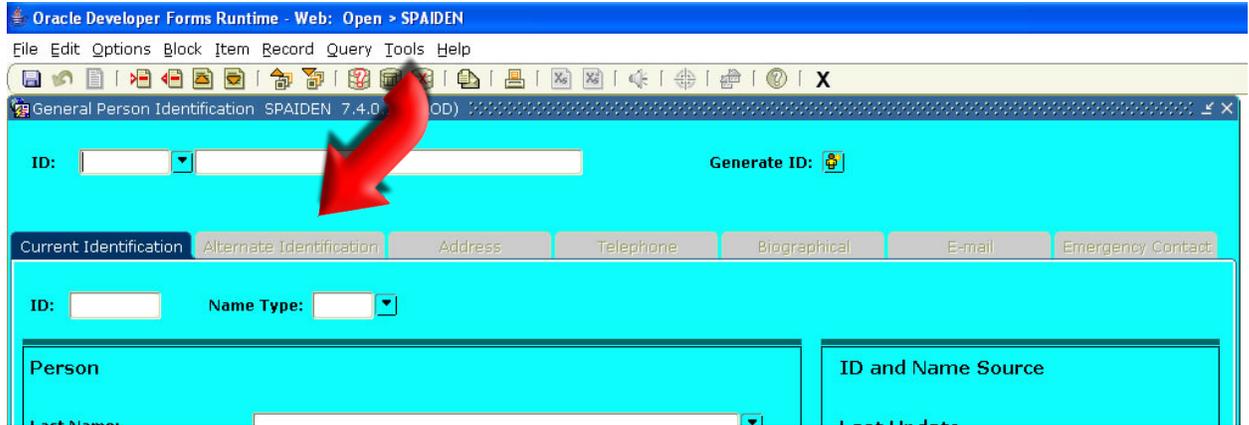
Note: If you need to look up another student, click on the "Rollback" icon on the left and repeat the steps above. When you are done, you can exit the form by clicking on the black **X** on the right.