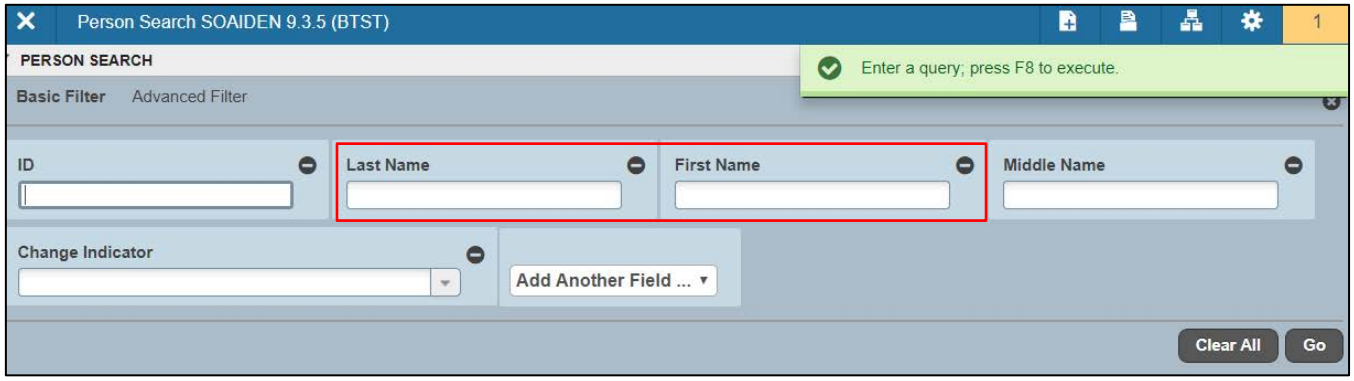
Office of the Registrar

How to find a student Banner ID in Banner 9

1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type General Person Information or SPAIDEN.
3. Click the look up button to search for a student.

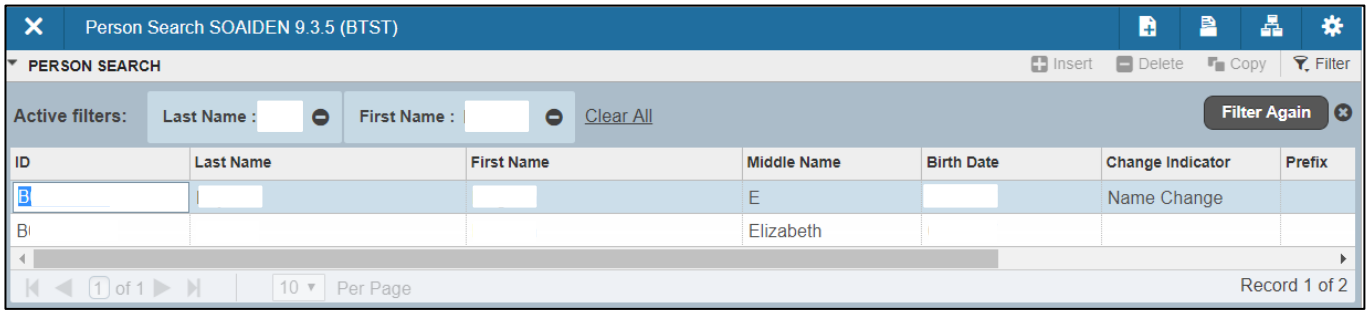
4. Click Person Search in the pop-up window.

5. Enter the first and last name of the person in the search fields.



6. Click the Go button to find the record.

7. Double click the in the ID field with the Banner ID.



8. Click the Go button to find the record.