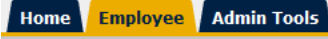




# myGate Instructions for Person Identification Form - PPAIDEN

PPAIDEN enables you to view basic biographic/demographic data (full name, address, telephone, email, and emergency contact) about employees. This becomes especially beneficial when preparing Personnel Action Forms or other similar documents.



1. From myGate, click on the Employee tab
2. In the Banner INB channel, click on the link, "Click here to log in to INB"
3. In the Go To: field on the General Menu, enter PPAIDEN
4. Press <Enter>
5. Key block information must be entered in order to view additional detail information blocks in the form. For this form in the ID field (A) enter the M Number.
  - a. If you do not know the M Number, exit the screen and in the Go To: field on the General Menu, and type in POIIDEN in order to go to the Employee Search Form.
  - b. Press [Tab] once to move your cursor to the Last Name field and type the last name of the person you are searching for with wildcard characters before and after last name. For example if searching Smith you would enter %Smith% in the last name field.
  - c. Click the Execute Query icon  or press [F8] key to execute the query.
  - d. Scroll down if necessary to find the person as listed on the paperwork.
- a) Is the person listed? If yes, double-click in the 'ID Number' column of the person you want. If the person is not listed, double check the spelling of the last name. If the name is correct, the person may not be in Banner.
6. Click on the Next Block button  (or press Ctrl-PgDn) and the block will fill in.
7. Click on the appropriate tab(s) to obtain the information needed.

The screenshot shows the PPAIDEN form in a web browser. At the top, there are navigation tabs: Home, Employee (highlighted), and Admin Tools. Below the tabs, there is a search area with an 'ID' field and a 'Generate ID' button. A callout box labeled 'Key Block' points to the 'ID' field. Below the search area, there are several tabs: Current Identification, Alternate Identification, Address, Relations, Populations, Email, and Emergency Contact. The 'Current Identification' tab is active. The form is divided into sections: 'Person' (with fields for Last Name, First Name, Middle Name, Prefix, Suffix, Preferred First Name, Full Legal Name), 'Non-Person' (with a Name field), 'ID and Name Source', and 'Original Creation' (with fields for User, Activity Date, Origin, and Create Date). A callout box labeled 'One information block is available' points to the 'Person' section. At the bottom of the form, there is a status bar with text: 'ID number; LIST for person; COUNT HITS for non-person; DUP ITEM to generate ID; DUPLICATE RECORD for Alternate ID look-up. Record 1/1 <OSC>'.

8. To close the form, click on the Exit (blue X) button.