Search/Match is the tool that can assist in associating the student with their correct emplid (identificatio number).Search/Match is particularly useful for any staff who:

- Add/Update a Person
- Create/Update a Prospective Stud Campus Community > Personal Information (Student) > Search/M Student Admissions > Application Entry > Search/Match
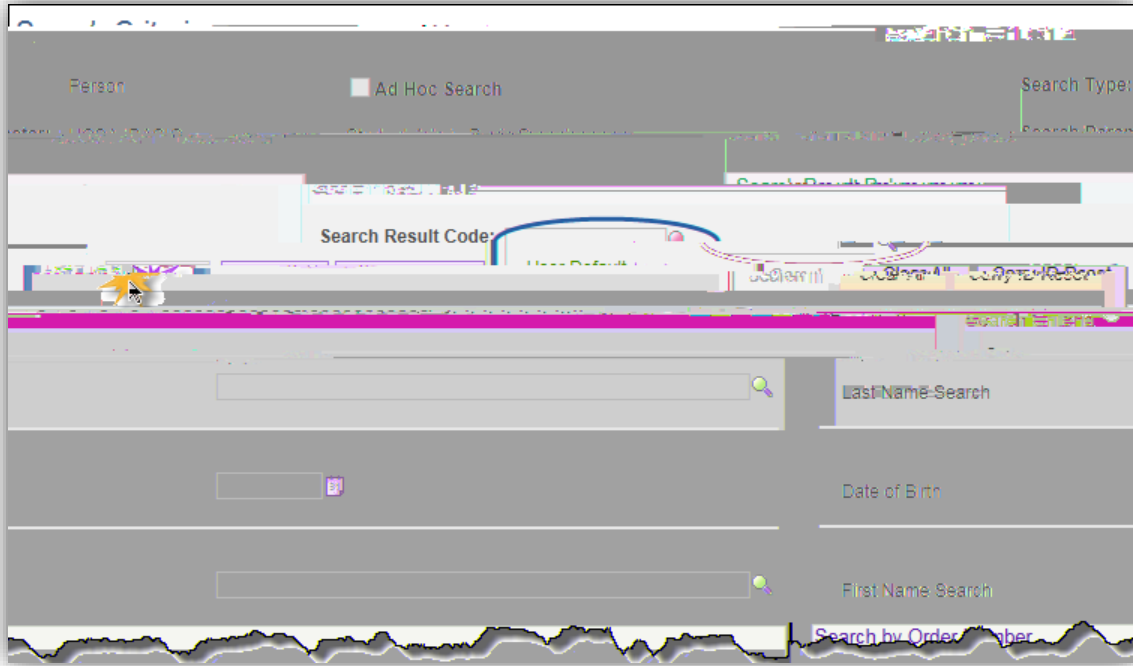
This job aid will include instructions on how to:

- Complete a Basic Search

5.  Click the Search Parameter . The two search parameters used for Student Administration search match are:
    - UCSA_AD_HOC:  SA - Ad Hoc Search (Person)
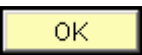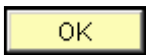    - UCSA_BASIC: Student Admin Basic Search.

    Select .

6.  Click the

7. The first time using Search/Match a Search Result Code must be entered. Click the link.



8. From the Search Results, select .  **Note**: You will only have to set this once.
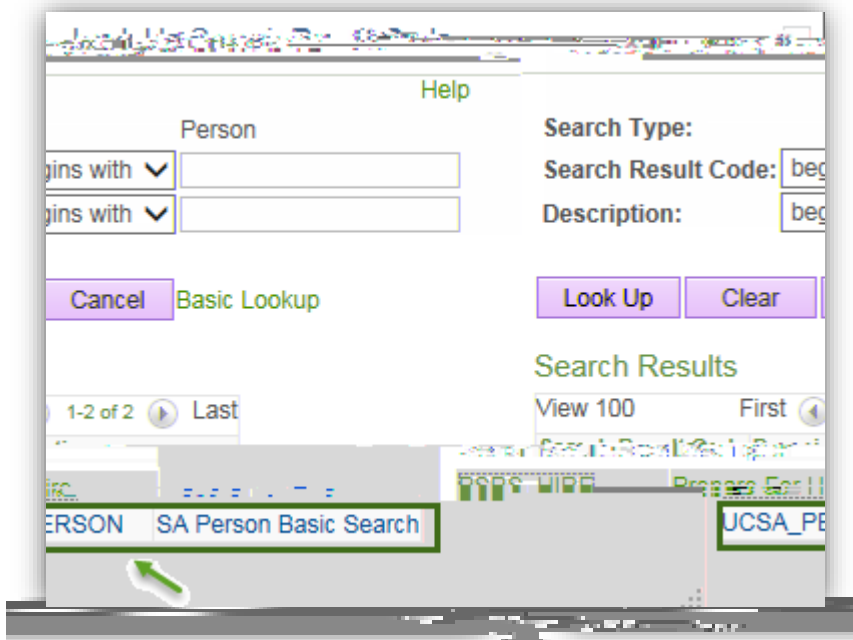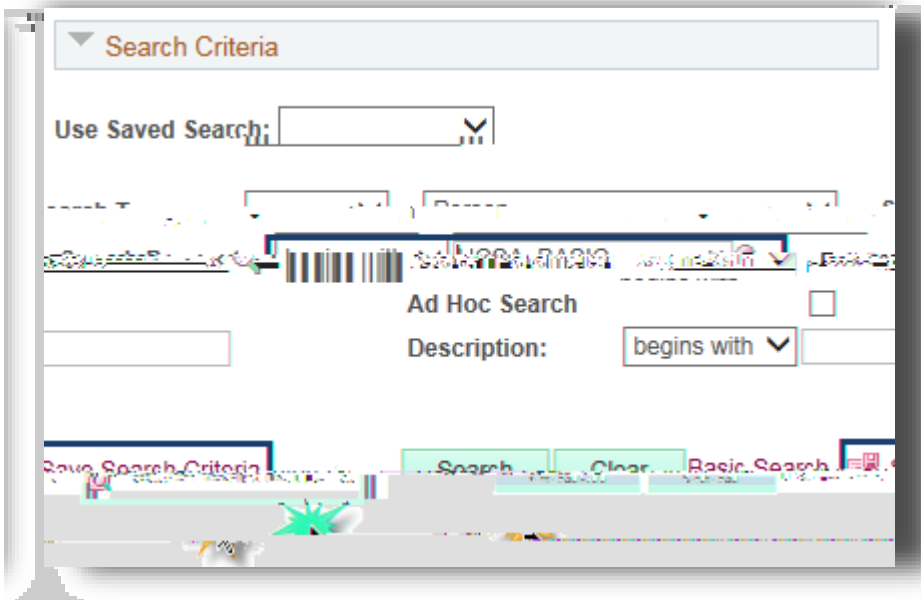


9. Click the  button.

10. Complete the Last Name and First Name fields in the Search Criteria, then press **S**. Enter the birth date if available. Click the **S** button.
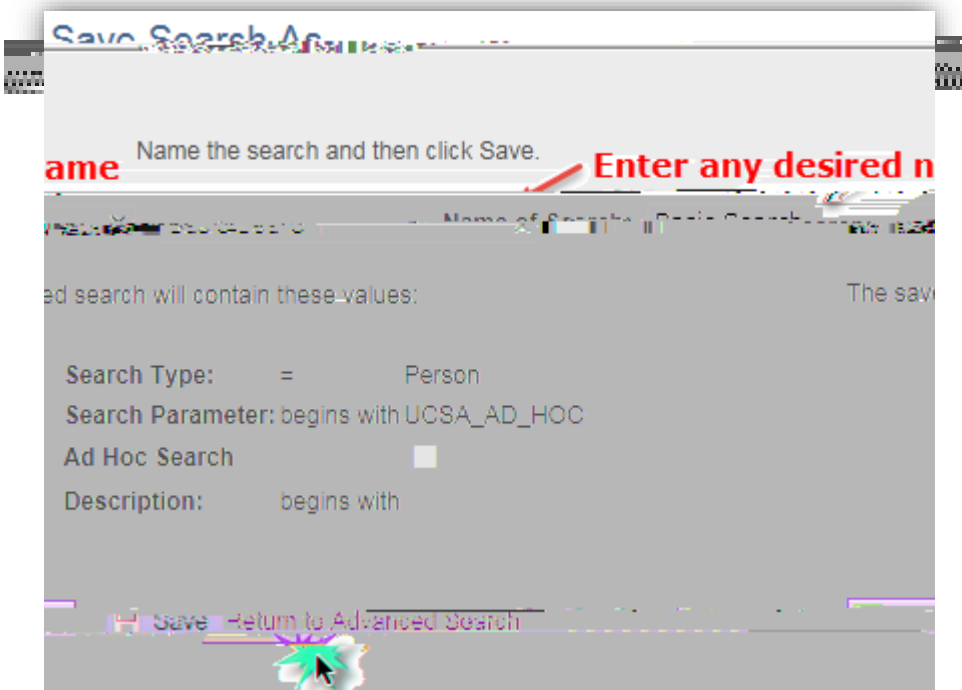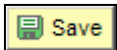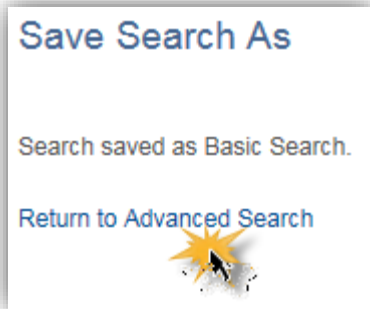
4. Save the Search Parameter for Basic Search to be used in future. Click the link.



5. The menu will appear. Enter a definitive name for the Name of Search. Your Name. Click the button.

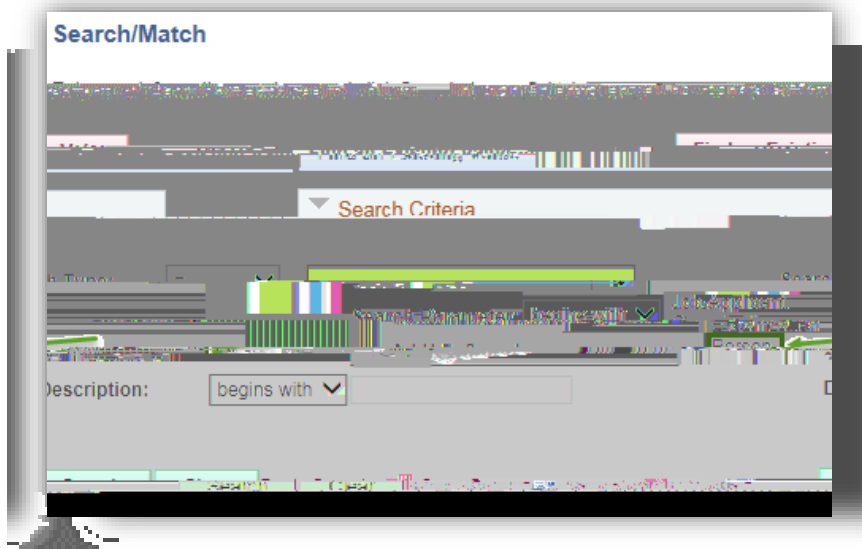6.  A confirmation will indicate the name of the Saved Search (Basic Your Name).
    Click the **Return to Advanced Search** link.



Complete an Ad Hoc Search

The next steps explain using the Ad Hoc Search. Ad Hoc Searches offer more flexibility with Search/Match. More options (operands) are available with Ad Hoc search match (e.g. name contains, etc.)

1.  Click the **Campus Community** link.

2.  Click the **Personal Information (Student)** link.

3.  Click the **Search/Match** link.

4.  From Search/Match, click the and select .

5.  Click the Search Parameter and select

6.

9. **Important:** By entering the birthdate it can refine the search/match significantly. Carry ID will enable the EmplID (student ID) to autopopulate the EmplID if continuing to work with this student on other components/pages in PeopleSoft.

10. The

3. Click the button.

4. Click the - link.

5. Click the link.

6. The Save Search As menu will appear. Enter a definitive name for the Name of Search (e.g. Ad Hoc Your Name). Click the button.

7. A confirmation will appear indicating the name of the Saved Search (e.g. Ad Hoc Click the link.

Using Save Search Criteria : Basic Search or Ad Hoc Search

The next steps explain how to use .

1. To view an click on the drop down and select the appropriate saved search criteria.

Click the

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Editing Favorites Menu

The next steps explain how to remove an item from the . **Tip**: You can modify the
sequence (order) of the items saved on the Favor        ites Menu by changing the sequence number.

1.    Click the            button in the menu bar.