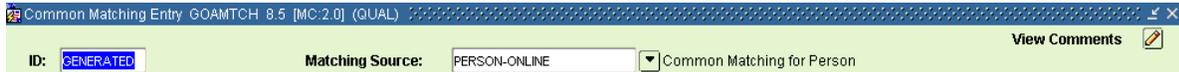## Create a Person Record and Interim Student

1. Type **SPAIDEN** in the Go To field and press Enter.

2. On the **SPAIDEN** form, click the **Generate ID** button and the **GOAMTCH** form will display.

3. Select **Person-Online** for Matching Source and click the Next Block Icon

4. **Enter the following fields:**

- Last, First *(Mandatory)* and Middle names *(Use upper and lower case)*

- Address- type as PR, Street Line 1, 2 and 3 *(Mandatory)*

- City, State or Province, Zip or Postal Code *(Mandatory)* and Nation *(leave blank for Canada)*

- Birth Date *(If birth date is unknown please leave blank, the default birth date will later be populated in LIS)*

- Gender

- Telephone Type   *When there is no phone number, leave type blank (default is PR)*
  For international phone numbers, leave type blank (phone # is entered on SPAIDEN)

- Email Type – type as PR, Email *(If there is no email, enter 'unknown@humber.ca'.)*
  Click the Override Address Verification check box to skip address validation.

5. When you are finished entering in the fields, click the Duplicate Check icon
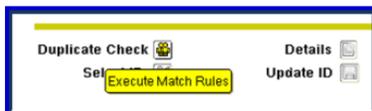
6a. If no matches are found, click the Create New icon and click "Yes" to create as new. A pop-up will display the new 'N' Number.

6b. If there are matches, verify by matched birth date, address, telephone, email, date and gender. If you identify a correct match Click on the ID and click the Select ID icon.

7. You will now be taken back to the **SPAIDEN** form. If the person being added or modified is to be a student, click the Additional Identification tab. On a blank row, enter an ID Type of 'IS' (Interim Student) and "IS" in Additional Identification field. The term 'interim' is used to describe this as a temporary solution until Banner is completely implemented and EIS and LIS are no longer in use.

8. Click the Save icon. Check the message line for "Transaction complete: 1 records applied and saved."