Perform a Search/Match

1. Search/Match can be used to locate a person or determine if a person exists in PeopleSoft. Prior to creating a person (new ID) or adding an applicant, a search/match must be performed to maintain the integrity of data and avoid duplicates in the PeopleSoft system.

2. From the main PeopleSoft menu, click the Student Admissions link on the left hand navigation bar.

3. Click the Search/Match link, under the Applicant Entry section.

4. Select Person in the Search Type field.

5. Click the NSHE Search Match search parameter.

6. Click the Search button.

7. Click the magnifying glass for the Search Result Code Lookup Table.

8. Select CS Pers Traditional Results result code.

9. In the NSHE Search/Match, at least two fields (with the exception of National ID) must be entered before the Search button is activated allowing for search.
10. To perform a more accurate search, select data to enter from the list below. Criteria are listed in descending order – most robust to least robust.
   - Last Name + National ID (social security number)
   - Last Name + First Name + Date of Birth
   - National ID (social security number)
   - Last Name + Date of Birth
   - First Name + Last Name + City
   - Last Name + First Name

11. Click the Search button.

12. If the correct person is found, click the Carry ID button to carry the ID to your future PeopleSoft destination.

13. Once the Search/Match has been performed, you can continue to:
   - Enter an application with a **NEW ID** if the person was not found in PeopleSoft
   - Enter an application with the **Existing ID** if the person was found in PeopleSoft
   - Work on the pages you wish to **Update or Add** for the person in PeopleSoft

14. End Procedure