Corporate Information Systems
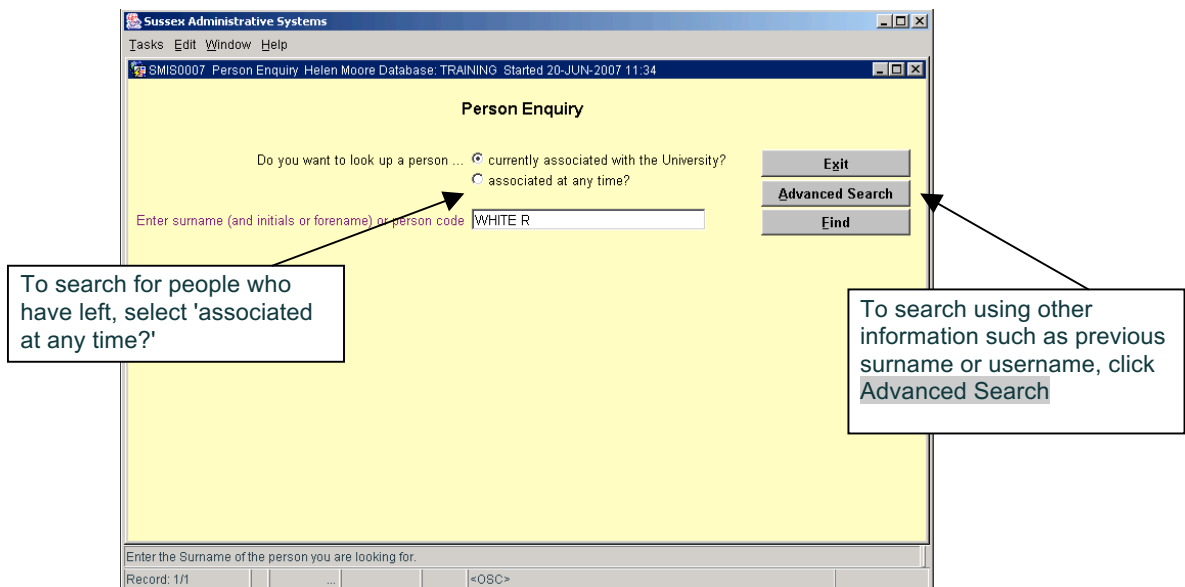
http://www.sussex.ac.uk/its/help/bishelp.php

SMIS0007 - Person Enquiry

US University of Sussex

Use this screen to search for Staff, Students, and Associates of the University, and to view their details.

To Search for People

The screen defaults to people currently associated with the University. To search for people who have left, select 'associated at any time?'.

Enter a surname, preferably followed by a space and at least one initial. The following are valid entries:

WHITEHEAD
WHITE R
WHITE RICHARD
2234 (person number)

To search for people who have left, select 'associated at any time?'

To search using other information such as previous surname or username, click Advanced Search

Clicking Advanced Search allows you to search using other information such as previous surname or username

Enter any information you have and then click Find
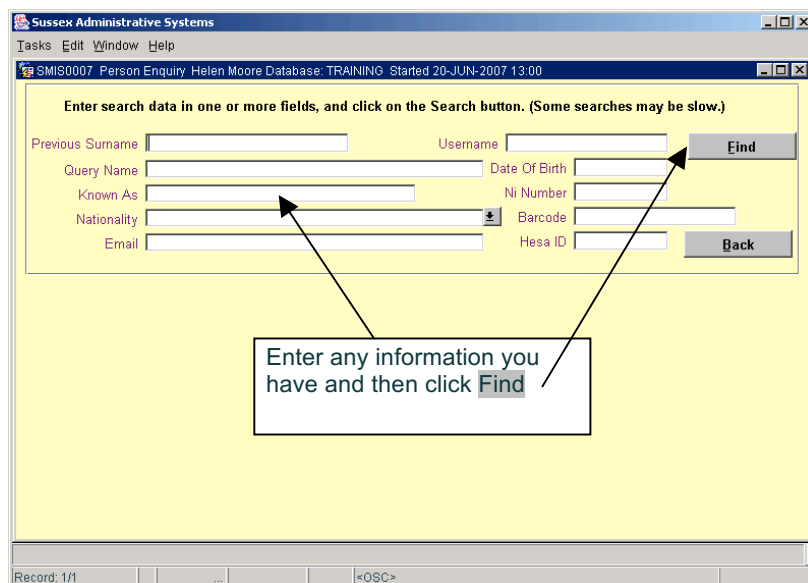
Click Find
Anything matching your search criteria will then be listed
To view information about the person required, click on the name from this list

This takes you to a new screen

To copy the email address for pasting, click on the ■ symbol next to the email address.

To view further information, click on the blue links:

Employee   shows staff details such as grade, start date, department
Roles   shows various current and past roles, for example 'staff', 'ex-student', and memberships of groups and committees
Addresses   shows current addresses held, for example home, university, term-time

If you have access, you can add a new address for someone by clicking on the 'Addresses' link and then on Add New Address . Make sure you first end-date the old address. The date for the new address defaults to today's date, so you will need to amend this if necessary.