

SIS Basics- VCCS Names Search Match

Overview The Search/Match function is used to locate an individual's ID number when the individual's ID number is unknown and **must** be performed prior to creating any new records in the Student Information System both in Production and Archive database. VCCS Names Search/Match should identify a match in either database for an applicant who indicates college attendance or employment at NVCC or other VCCS Institutions. It is imperative a search is performed in both **Production and Archive** to prevent the creation of duplicate or multiple records.

VCCS no longer requires individuals to provide a Social Security Number. In order to verify a correct match for individual, use the Student Inquiry Page or Add/Update a Person Page to verify as much personal identifiable information as possible ((i.e., birth date, social security number, recent/previous mailing address, etc.). Additionally, you will want to verify the individual's enrollment/relationship by using the Student Inquiry 3 Component.

Note of caution: Multiple IDs or incorrectly updated records affect all colleges and modules on this shared database. If multiple IDs exist, do not update any IDs. Immediately report all multiples IDs to the SIS helpdesk (dupidhelp@nvcc.edu). A SIS specialist will make a determination and provide staff the appropriate ID to use.

"DONOTUSE" precedes the last name for invalid SIS IDs. These **IDs CANNOT BE USED**.

Navigation



Step 1: Navigate to the VCCS Names Search/Match page.

VCCS Custom > Campus Community>Search for Names

The screenshot shows the 'VCCS Names Search/Match' web form. The form includes several input fields: National ID (*), *Last Name (*), First Name, Middle Name, Name Suffix, Date of Birth, and EmplID (*). A 'SEARCH' button is located at the bottom. Two checkboxes are present: 'Find Last Names that begin with this' (checked) and 'Search Archive?' (checked). A 'Clear' button is also visible. Annotations with arrows point to the checked checkboxes and the 'Clear' button. A text box on the right says 'Always check these boxes.' and another text box below it says 'Always click button to clear page before performing a new search.'

Step 2: Enter the preferred search criteria in the fields as indicated.

- National ID: Enter the individual's social security number or enter all 9s to search for an individual that did not provide a social security number.
- Last Name: Enter the individual's last name. Unless the "Find Last Names that begin with this" checkbox is checked, only exact matches will be returned.
- First Name: Enter the individual's first name or first letter(s) of the individual's first name. Tab out of the field.
- Middle Name: Enter the individual's middle name or first letter of the individual's middle name. It is not recommended to use the middle name or initial as a search criteria. It may not display all SIS IDs for the individual.
- Date of Birth: Enter the individual's complete date of birth if known. The correct format for the birth date is MM/DD/YY. For all years prior to 1950 you must enter the full year. Tab out of the field.
- Emplid: Enter the individual's SIS ID.

- : Use this button to initiate the search.
- [Search Archive?](#) : This box should automatically be checked. **DO NOT UNCHECK THE BOX.** If the box is not checked, only SIS PROD is searched.
-  Click this button to clear the page for a new search.

Step 3: Search Result Page----data can be sorted by clicking on the value (i.e. to sort data by middle name, click the middle name value at the top of the search results page.)

Search for Names

VCCS Names Search/Match

Search Names

National ID (*)

Last Name () JONES Find Last Names that begin with this

First Name SUSIE

Middle Name

Name Suffix

Date of Birth

EmplID (*)

Search Archive?

(* One of these fields must be entered
The default search is against the Production Database.
Check 'Search Archive' to also search the Archive Database.

Search Results

Production Results

Customize | Find | **View All** First 1 of 23 Last

Emplid Other

EmplID	First Name	Middle Name	Last Name	Name Suffix	Type of Name	Date of Birth
1 0126908	Susie		Jones		MDN	

Always Click View All

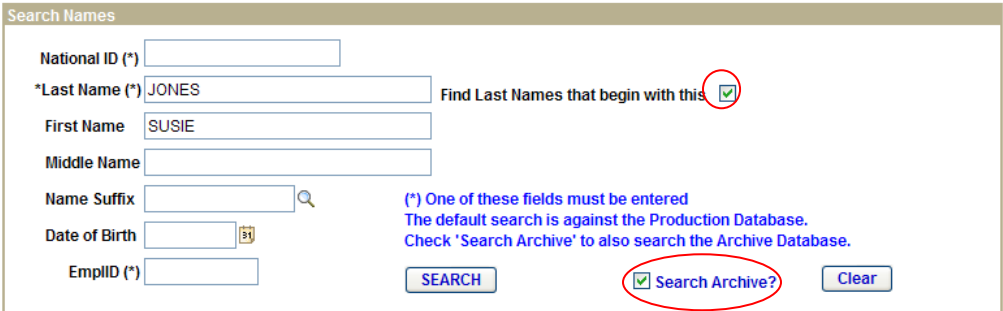
: Use this button to expand all Tabs to view all information.

Emplid: Display the EmplID, First Name, Middle Name and Last Name, Name Suffix, Type of Name and Date of Birth.

Other: Displays the National ID (SSN), Effective Date, In Archive and Multiple Rows.

Search Samples:

1. Name: Search by Last Name and First Name. Remember to tab out of each box. Click . If No Match is found using the Name, individual may not exist in SIS or may have a different last name. If former name is provided, search by the former name using the above format.



Search for Names

VCCS Names Search/Match

Search Names

National ID (*)

Last Name () JONES Find Last Names that begin with this

First Name SUSIE

Middle Name

Name Suffix

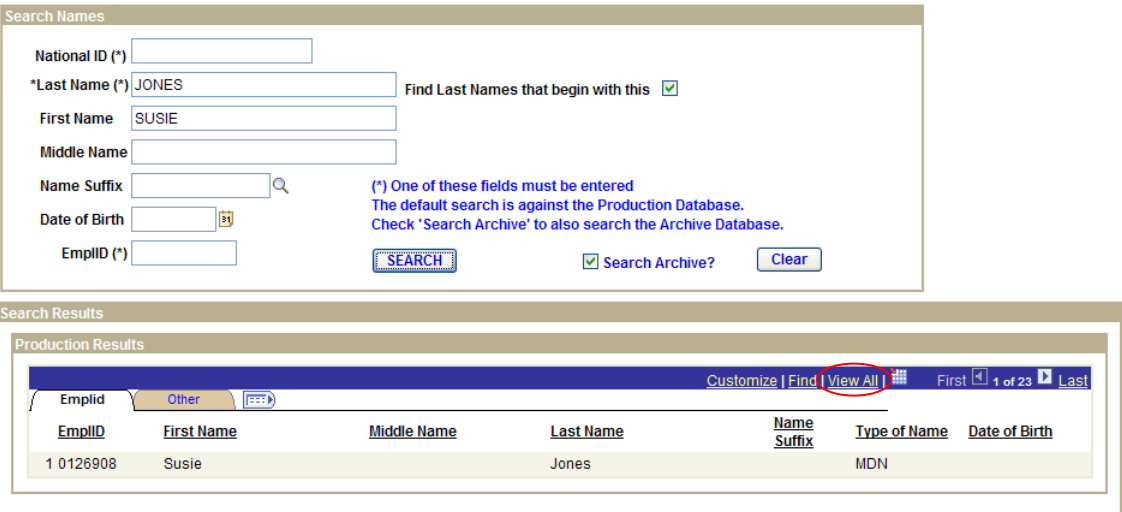
Date of Birth

EmplID (*)

Search Archive?

(*) One of these fields must be entered
The default search is against the Production Database.
Check 'Search Archive' to also search the Archive Database.

Click Search to for result



Search for Names

VCCS Names Search/Match

Search Names

National ID (*)

Last Name () JONES Find Last Names that begin with this

First Name SUSIE

Middle Name

Name Suffix

Date of Birth

EmplID (*)

Search Archive?

(*) One of these fields must be entered
The default search is against the Production Database.
Check 'Search Archive' to also search the Archive Database.

Search Results

Production Results

Customize | Find | | First 1 of 23 | Last

EmplID	First Name	Middle Name	Last Name	Name Suffix	Type of Name	Date of Birth
1 0126908	Susie		Jones		MDN	

After click view all

Last Name () JONES Find Last Names that begin with this

First Name SUSIE

Middle Name

Name Suffix

Date of Birth

EmpID (*)

Search Archive?

(* One of these fields must be entered
The default search is against the Production Database.
Check 'Search Archive' to also search the Archive Database.

Search Results

Production Results

Customize | Find | View 1 | First 1-23 of 23 | Last

EmpID	First Name	Middle Name	Last Name	Name Suffix	Type of Name	Date of Birth
1 0126908	Susie		Jones		MDN	
2 0153191	Susie	E	Jones		PRI	1949
3 0153191	Susie	E	Jones		PRF	1949
4 1037068	Susie	A	Jones		PRI	1952
5 1037068	Susie	A	Jones		PRF	1952
6 1546811					MDN	1942
7 1546811	Susie	S	Jones		PRF	1942
8 1546811	Susie	S	Jones		PRI	1942
9 1944672	Susie	M	Jones		PRI	1958
10 1944672	Susie	M	Jones		PRF	1958
11 2761023	Susie	W	Jones		PRI	1952
12 2761023	Susie	W	Jones		PRF	1952
13 3183339	Susie	May	Jones		PRF	1962
14 3183339	Susie	May	Jones		DEG	1962
15 3397317	Susie	H	Jones		PRI	1958
16 3397317	Susie	H	Jones		PRF	1958
17 4010772	Susie	H	Jones		PRF	1952
18 4010772	Susie	H	Jones		PRI	1952
19 4043633	Susie	Bennett	Jones		FR1	1953
20 4043633	Susie	Bennett	Jones		PRI	1953
21 4043633	Susie	Bennett	Jones		PRF	1953
22 5112581	Susie	Marie	Jones		PRI	1984
23 5112581	Susie	Marie	Jones		PRF	1984

2. National ID: search by SSN----use only when too many results are returned when searching by Name only. Enter the entire SSN without hyphens in the National ID field. Remember to tab out and click SEARCH.

NOTE: Students are not required to supply their SSN. Therefore, many individuals exist in SIS with a National ID of 999-99-9999. You may search using the name and 9s for the National ID.

Search for Names

VCCS Names Search/Match

Search Names

National ID (*)

Last Name () Find Last Names that begin with this

First Name

Middle Name

Name Suffix

Date of Birth

EmplID (*)

Search Archive?

(*) One of these fields must be entered
The default search is against the Production Database.
Check 'Search Archive' to also search the Archive Database.

3. Date of Birth: Use as the last result. Many individuals are in SIS with incorrect dates of birth. Enter the last name, first name and date of birth. Remember to tab out and click SEARCH.

ORACLE

Search for Names

VCCS Names Search/Match

Search Names

National ID (*)

Last Name () Find Last Names that begin with this

First Name

Middle Name

Name Suffix

Date of Birth

EmplID (*)

Search Archive?

(*) One of these fields must be entered
The default search is against the Production Database.
Check 'Search Archive' to also search the Archive Database.