

## Ellucian Look Up Procedure

Conducting a thorough search for existing records is essential to avoiding the creation of duplicates. Before creating a new person, institution, vendor or organization record, use the following procedure to ensure that a record does not currently exist. When you have identified a potential match, verify it by checking birthdate and/or address.

Sequence	Data Item	Example	Notes
1.	Colleague ID Number: 7-digit ID number (leading zeroes can be omitted)	1003456	Verify that the record returned is the person or organization you expected.
2.	Partial firstname [space] Partial lastname, or partial organization name (omit "The" or "Inc.")	jan smit Fred inn	Search partial first and last name (or words in organization), separated by a space.
3.	Alternate spellings (person)	jayne smyth	Search alternate spellings of names.
4. a	Uncommon word in title (organization)	stamp	In the case of an organization, search on an important but uncommon part of the title.
4. b	Lastname only (person)	smith	In case the record was entered with a nickname or preferred name
5.	Multipart Names (person)	Van_buren or vanburen	Enter the spaces using the underscore character or leave out spaces altogether.
6.	Soundex search: forward slash (/) with phonetic spelling	/jane smith	If you're not sure of the spelling of a name, or if dealing with a potential "St., St, Ste, or Ste-" use a forward slash followed by a phonetic spelling of the name. For example, /smyth -- will give you "Smith," "Smyth," or "Smythe" /stonge - will give you "Ste-Onge"