



Search Match

1. Click **Campus Community**.
2. Click **Personal Information**.
3. Click **Search/Match**.
4. Select the drop down list for the **Search Type** field, select **Person**.
5. Click **Search**.
6. Under the Search Results select, **SMU SRCH/MATCH**.
7. Click **User Default**.
8. Click the Look Up icon to retrieve a Search Result Code. 
9. Click **Look Up**.
10. Click **SMU SRCH RESULTS**.
11. Click **OK**. **Note:** The Search Result Code has been set as a default. The next time you return to this page, it will populate automatically.
12. You should always do the following three Search/Matches to be sure the person you will be entering does not already exist in the system. You may not have all the information to run the first search.
 - **National ID** (SSN if available) - most restrictive - If no match is found, run the next Search/Match.
 - **Last Name and First Name** - less restrictive - If no match is found, run the next Search/Match.
 - **Last Name and First Initial** - the least restrictive - If no possible match is found after a thorough review of the Search/Match results, you can create the new SMU ID.

A search cannot be by last name only. You can search by National ID (a social security number if available), Last Name First Name or Last Name first initial.
13. Enter the desired search criteria. The more values entered the more restrictive the search. If entering a name instead of National ID, two fields must be populated before the Search button will become active. A search cannot be by last name only. You can search by National ID (a social security number if available), Last Name First Name or Last Name first initial.
14. Click **Search**.
15. If the returned list is more than 20 rows, click the **View All** links as needed. The Search Results are displayed on the **Results**, **Results2** and **Additional Information** tabs.

Tip: You can expand all tabs by clicking the expand a row button. 
16. Click the detail button review the bio/demographic information for a person. If you find the person for whom you were searching, click the **Carry ID** link and the system will 'carry the ID' to the next page you access.
17. **Note:** Failure to not complete a Search/Match can result in duplicate ID's and may be detrimental to the data integrity to my.SMU.
18. **Process Complete.**

