Using Search Match

In PeopleSoft it is a good practice to go through the Search Match process first to see if that student's information is already in the system. We want to avoid duplicate records as much as possible, because there is not a Merge process in Campus Solutions as there is in Orion.

Navigate to **Main Menu → Campus Solutions → Campus Community → Personal Information → Search Match** For Search Type always select **Person.** Then click on the magnifying glass next to **Search Parameter**.	
Select **PSCS Traditional**.	
Click **Search**. **NOTE:** One way to save time would be to click "Save Search Criteria" at the bottom of the screen so that you do not have to select PSCS Traditional every time. It will automatically populate. You will be prompted to name your search Criteria. Then in the future, you will be able to	

select that Saved Search by clicking the drop down box next to "Use Saved Search."	
Click the Search Result Code Magnifying Glass and choose **PSCS_TRAD_RESULT** NOTE: You can also select User Default underneath Search Result Code to set this as a default so that you do not have to enter it each time.	
Enter the student's first and last name (or any other search criteria that you have), then tab or click into another field. The search button will be greyed out until your cursor is in another field. Click **Search**. NOTE: You know that the search is in process when you see a spinning wheel off to the right hand side of your screen.	

Identify your student on the list.

IMPORTANT: If you see that the student has multiple accounts, please submit a Help Desk ticket.