

# ADE Quick Reference Guides

## State Student ID Search

### AzEDS Identity: Search

The AzEDS Search application searches for existing State Student IDs (this includes previous SAIS Student IDs). This tool is intended for ADE staff and users without access to a vendor SIS. Schools submitting data should use their SIS to search for State Student IDs.

This application is available on ADEConnect; contact your entity administrator to obtain the required ADEConnect role.

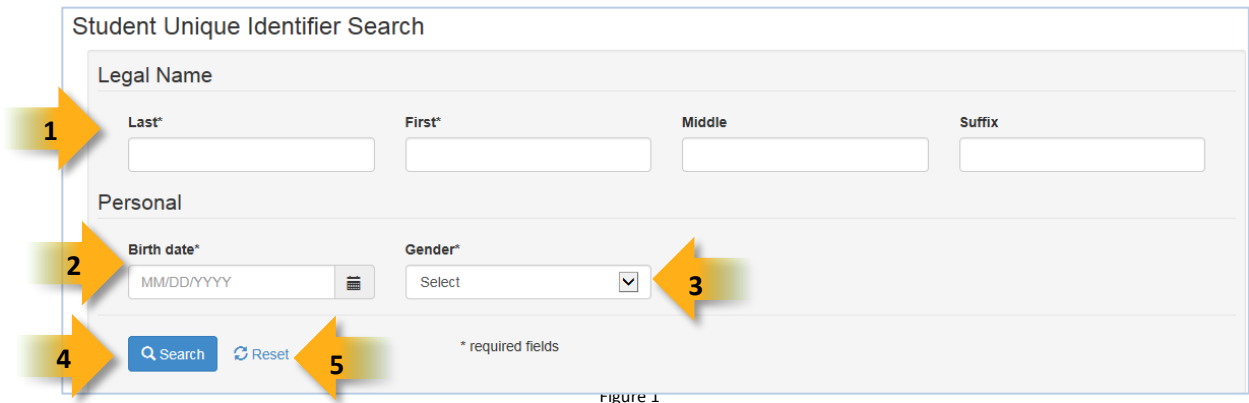
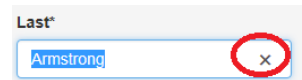


Figure 1

**(1) Name:** Enter the name of the student. Only first and last names are required, however providing more information, such as middle name, will increase the likeliness of obtaining only one exact search result.

- Once information is entered in a field, an X becomes visible. Clicking this X will delete the content typed into that field.

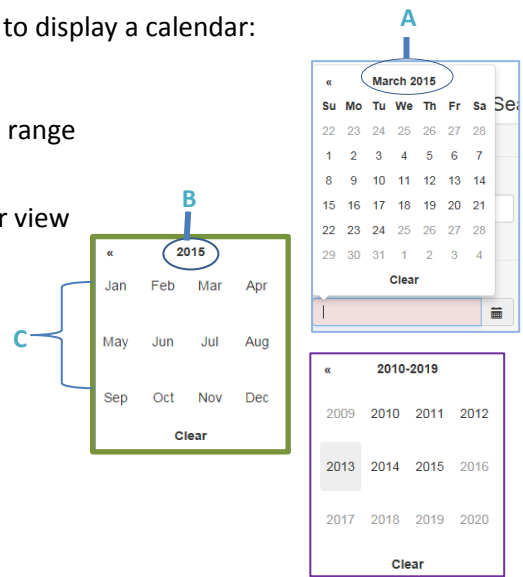


**(2) Birthdate:** Enter the birthdate of the student. Click the calendar icon to display a calendar:

**(A)** Click the top to select a year

**(B)** Click << to scroll to previous years, or select the top to pick a date range (shown in the purple box)

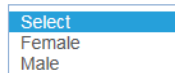
**(C)** Once the correct is selected, choose a month to display a calendar view for specifying a date



**Note:** Select **Clear** on any calendar screen to clear the current entry.

**(3) Gender:** Select a gender by clicking ▾ to display a dropdown menu:

- Specify **Male** or **Female**



**(4) Search:** Searches the database for matching identities (see Figure 2).

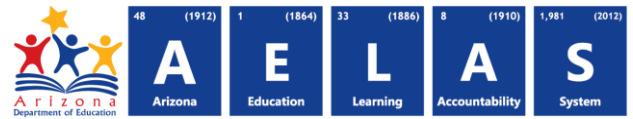
**NOTE:** Mandatory fields left blank turn red if a search is attempted:



**(5) Reset:** Clears the search form. If the search was conducted, results clear from the screen as well.

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### Search Results:

#### 6 Exact Matches

ID	Name	Birth Date	Gender	Matching Score	More Info
00000001	Parker Bielenberg	07/31/2009	Male	100.00	<a href="#">More Info</a>

#### 7 Possible Matches

ID	Name	Birth Date	Gender	Matching Score	More Info
00000000	Hayden Parker Bielenberg	07/31/2009	Male	87.50	<a href="#">More Info</a>

Figure 2

**(6) Exact Matches:** Results that yield 100% of the entered information. These results have a Matching Score of 100. Exact matches indicate the student may already exist in the database.

**(7) Potential Matches:** Results that yield some of the entered information. These results have a Matching Score <100.

- Displaying potential matches help determine and resolve duplicate entries
  - \* Matching scores are determined based on a specifically created algorithm
  - \* Matches display in descending order of their matching score

**(8) More Info:** Displays additional information to help discern between multiple matches and possible repeat entries. If information is not known, the field is blank:

Responsible Parties	Aliases	School Associations		
		Name	CTDS	Year
Mother: Bree Bielenberg		Elementary School	000200100	2016

Figure 3