## Faculty Member Base Details

**From Term:** 2013  
**To Term:** 999999

**Status:** Active  
**Status Date:** 05-AUG-2013

**Category:**  
**Activity Date:** 05-AUG-2013

**Staff Type:**  
**User ID:** MDBANKS

**Workload Rule:**  

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*Faculty Data From Term; press DUPLICATE RECORD to copy the data.*

**Record:** 1/1  
**<08C>**
When you first open up SIAINST, you will not see a field to search by name.

Following the instructions stated in yellow, if you press TAB from the ID field, another search box will appear.

Enter the name of the person you want to search for and press TAB to execute query. If you press GO, you will get an error message since you do not have a UIN yet.

Once you hit TAB, if there is only one name in the system that matches, you will then see the UIN and you can now press GO.
If there are multiple names in the system that match, a box will appear (see below). Choose **Person Search Detail**. You will then see a list of all names that match your search criteria. Double click on the name in the grid and it will auto populate it in the first screen of SIAINST. Then hit GO.

Once you have the record open, you will choose or type in **A (active)** for status and choose **Faculty** by clicking in the box to add the check mark. Then hit F10 to save or Press SAVE in the lower right hand corner.
To add more details about the instructor, use the up/down arrows (equivalent to Next Blocking in Banner 8) at the bottom left hand side of your screen. You can add the College and Department information. Make sure to press F10 to save or use the SAVE button on the lower right hand corner of your screen.