


PROCESSING AFAs WHEN THE STUDENT DOES NOT HAVE A VALID PHOTO ID

Step 1

Process the AFA as you normally would but also affix a 6-digit Access ID Number label to the top of the AFA. The Access ID Number will always begin with an "I".

ACCESS ID NUMBER LABEL

I 012345


School of Continuing Education
North Orange County Community College District

I 012345

APPLICATION FOR ADMISSION

I.D. #

Have you ever applied and/or registered at the School of Continuing Education, Cypress College, Fullerton College? Yes No

LEGAL NAME PLEASE PRINT & USE BLUE OR BLACK INK ONLY

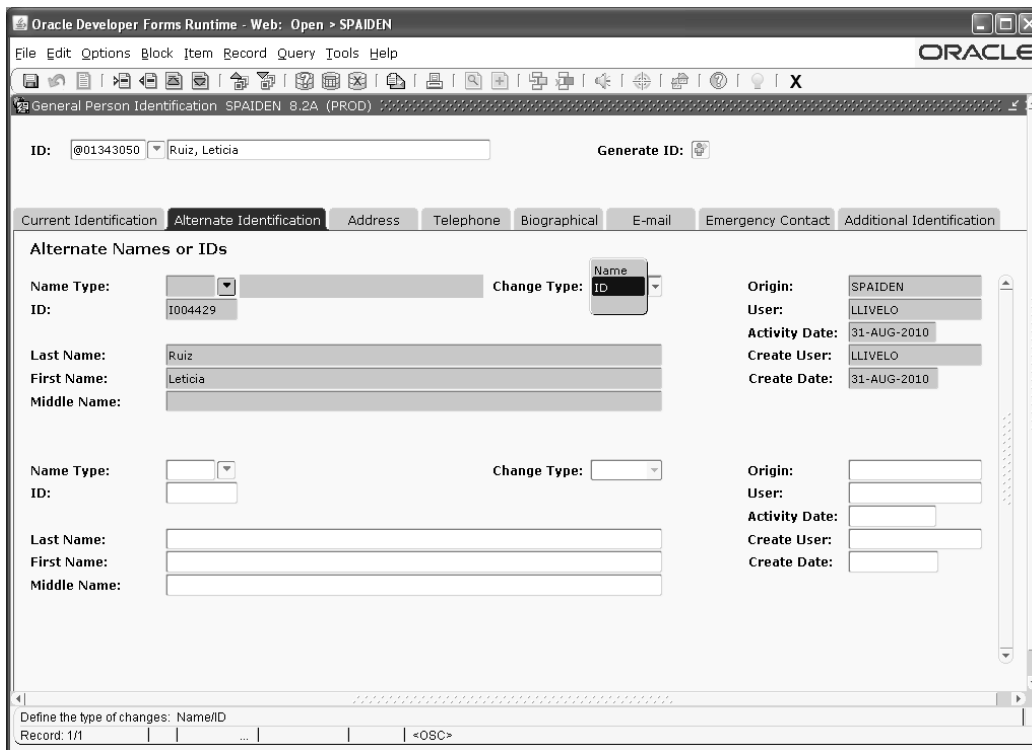
Last _____ First _____ Middle _____

Previous Name used if different from Current Last Name _____

DO NOT GIVE THE STUDENT THEIR BANNER ID NUMBER. Instead, give them a temporary ID card with their Access ID Number.

Step 2

Add the Access ID Number to Banner by going to SPAIDEN and go to the Alternate Identification tab. Go to a blank record and in the *Change Type* field click on *ID*. The Last Name and First Name field will automatically be populated. In the *ID* field, input the Access ID Number and Save (F10). **DON'T FORGET TO PUT THE "I"** and there is no space between the "I" and the numbers.



If you make a mistake, don't worry, you can delete the entry! Highlight the incorrect entry, click on *Record* at the top menu, then click *Remove*, and then save (F10).