

# ADE Quick Reference Guides

## State Student ID Search & Create



### AzEDS Identity: Search & Create

The AzEDS Create application is intended for Early Childhood Special Education to provide the ability to create a State Student ID if the search does not yield results. This application is for users at preschools and other early-childhood entities that do not have access to a SIS.

Secondary approval is required to obtain this role; please contact ADE's Early Childhood Special Education department for approval or additional information.

Before creating a new ID, users must search the state database to confirm the student does not already exist:

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.

# ADE Quick Reference Guides

## State Student ID Search & Create



### Search Results:

Create a new identity. **9**

**6** Exact Matches

ID	Name	Birth Date	Gender	Matching Score	More Info
20000005	Ann Armstrong	10/25/2000	Female	100.00	<a href="#">More Info</a> <b>8</b>

**7** Possible Matches

ID	Name	Birth Date	Gender	Matching Score	More Info
30000004	Hay R. Armstrong	10/28/2003	Female	81.25	<a href="#">More Info</a> <b>8</b>

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
		Academy	100630001	2015
		K-8 School	111111111	2015
		School	070000001	2014

Figure 3

**(9) Create a New Identity:** Displays a screen for creating a new identity. The information used for the search automatically populates the required fields (shown in Figure 4). Create a new identity if there are not any matches, or if the returned matches are not the correct identity.

# ADE Quick Reference Guides

## State Student ID Search & Create



### Creating a New Student Identity:

The screenshot shows a web form titled "Create Student Unique Identifier". It has two main sections: "Legal Name" and "Personal". The "Legal Name" section has four text input fields: "Last\*" (containing "Armstrong"), "First\*" (containing "Kaitlyn"), "Middle", and "Suffix". The "Personal" section has a "Birth date\*" field (containing "10/25/2000" with a calendar icon) and a "Gender\*" dropdown menu (set to "Female"). Below these fields are two buttons: "Create" and "Back To Search". An orange arrow labeled "10" points to the "Create" button. Another orange arrow labeled "11" points to the "Back To Search" button. A green box at the bottom of the form contains the text: "Identity created. Please note down the ID# below. ID#: 21622651". A small asterisk note "\* required fields" is located to the right of the buttons.

Figure 4

**(10) Create:** Creates a new identity based on the entered information. A message displays with the newly assigned Student State ID number, shown in the green box.

**(11) Back to Search:** Returns to the Search screen (Figure 1) and clears the form.