Quick Guide to Searching for HUIDs

The following instructions describe the steps to follow in MIDAS to determine if a person already exists in Harvard's identity database and, if so, what their Harvard University ID (HUID) is. This task is often the first step performed when creating a new role for an individual. See the end of this document for frequently asked questions — and if you need additional help, please email iam_help@harvard.edu.

Why should searching if a person already has a HUID be your first step?

The person you are assisting may have been at Harvard before. If he or she has a pre-existing HUID, you'll need to extend a role end date or add a role to the existing ID rather than create a new person/HUID.

1. First Steps

- First, log into MIDAS and choose your role type. You will automatically be taken to the **Simple Search** page.
- Perform a **Simple Search** using last name and first name.

2. Review and Confirm the Results

- Examine the results of your search to determine whether the person you are assisting already exists in Harvard's identity registry.
- An individual should have only one HUID during their lifetime affiliation with Harvard. If you find that more than one HUID has been assigned to the same person, please alert iam_help@harvard.edu immediately so that the duplicate identities can be manually merged.

    a. *Exception:* It is OK for an individual to have more than one Library Borrower ID. These HUIDs begin with 02.

- You can further refine your search if searching by name returns too many results:
    b. Use month and day of birth on the search results screen to help confirm which record(s) correspond to the person you are assisting.
    c. Click on an individual record's HUID link to enter Detailed View and examine additional data — such as address or other items in the Person, Contact, and Role sections — to help confirm which record(s) correspond to the person you are assisting.

- Use the **Back to Results** link (rather than your browser's back button) to navigate back to your search results.

3. Next Steps

- Once you have concluded your analysis of whether the person has any pre-existing roles, you must then decide (based on the policies of your ID office) which of the following next steps to take:
  - d. Add a role to the existing identity
  - e. Extend the end date on an existing role for the identity
  - f. Create a new person

- or -

- or -
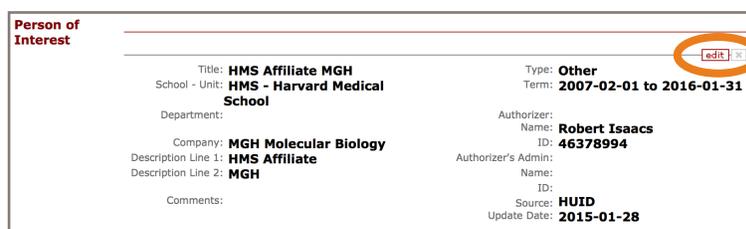
Frequently Asked Questions

Why would policies vary regarding whether to extend a HUID or get a new HUID?

Prior to 2010, nearly all POI records were creating on HUIDs that began with leading zero digits. Sometimes the same person received more than one leading-zero HUID — sometimes for the same role! Harvard is moving away from this approach for security reasons and so that individuals do not need to juggle multiple HUIDs. However, there can be various factors to weigh when deciding whether to transition an individual to a new, permanent (non-leading-zero) HUID assigned using IDGen or to renew his/her POI role on an existing leading-zero number. In general, Harvard is transitioning to permanent IDGen-assigned numbers for all POIs. However, there might be some compelling reason not to change the HUID for a certain individual; perhaps he or she will only be renewed for a short period of time, or his/her existing leading-zero HUID recently changed.

What if I can't decide what to do?

The person who leads your ID office can provide the final guidance on whether you should extend the end date on an existing HUID's role, add a role to an existing HUID, or create a new person. If you still have difficulties, please contact the HUIT Identity & Access Management program team at iam_help@harvard.edu.

What should I do if I discover that a duplicate record has been created for a POI?

Please contact the HUIT Identity & Access Management program team at iam_help@harvard.edu.