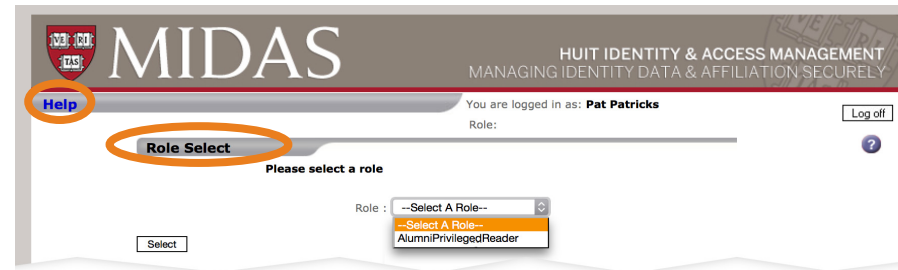


**MIDAS users with the Alumni Privileged Reader role may search for and view Alumni data.** (This role cannot view Employee, Person of Interest, or Library Borrower data. Other MIDAS roles may also view some Alumni data, but not postal or email addresses.) Here's how to find and view Alumni records in MIDAS.

## Searching Alumni in MIDAS

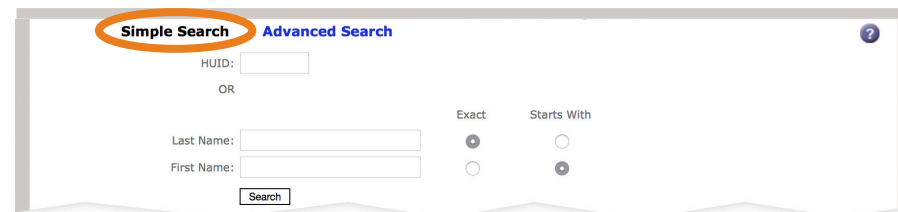
### To get to the search page:

- After you log in to MIDAS, you will see the *Role Select* page.
- Select *AlumniPrivilegedReader* from the drop-down list and click *Select* to be taken to Simple Search.
- If you need any help, click *Help* at the top left of the screen.



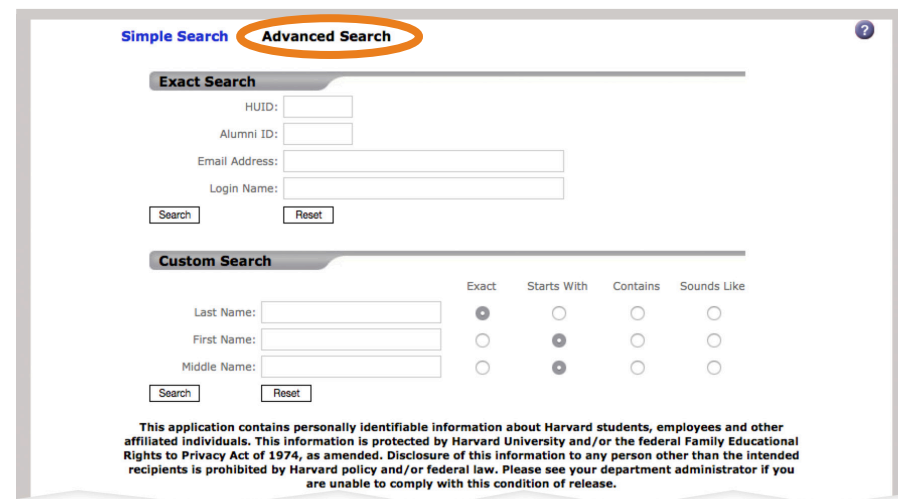
### Using Simple Search:

- Use Simple Search when you know a person's HUID or at least part of his/her name.
- Use the *Starts With* radio button when you don't know the person's full name or exact spelling.



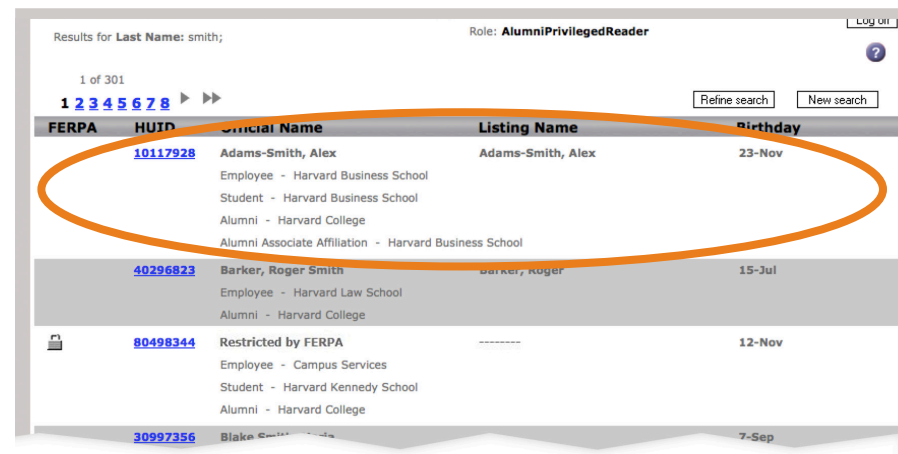
### Using Advanced Search:

- For more options, click *Advanced Search*.
- Use *Exact Search* to find people who exactly match all your criteria.
- To find a person by HAA ID, use *Alumni ID* in *Exact Search*.
- If the person has already claimed a HarvardKey, you can search by *Login Name* in *Exact Search*.
- Use *Custom Search* to search for names that sound like, start with, or contain specific letters. (Note that this does not search on alumni name or original name, but does search official and listing names.)



### Using search results:

- The search results page lists all individuals who meet your criteria, as well as all of their roles. If your search only returns one match, you'll be taken directly to that match's Detailed View.
- Results are sorted by official name, then by HUID. Alumni ID is not visible on this screen, but can be seen by clicking a person's HUID to enter Detailed View.
- FERPA-protected results display a padlock icon and "Restricted by FERPA" in place of the name. To view the name, click the HUID to enter Detailed View.



## Viewing Alumni

A person's Detailed View in MIDAS displays data pertaining to the person (such as date of birth), as well as data pertaining to his or her Harvard affiliations (visible in the *Roles* section of Detailed View). A person may have more than one role or affiliation (such as both Alumni and Employee).

Since Alumni claim their HarvardKey through the HarvardKey application, it's important to know that HarvardKey data is also available in a person's detail view.

Data that exists in the system, but is not viewable by your role, is represented by dashes.

More information on all these fields can be found by clicking *Help* at the top left of the screen.

### Alumni-related data in detail view:

- Alumni ID (HAA ID/Advance ID)
- Alumni name (including original alumni name)
- Alumni postal addresses (residential, business, and/or seasonal)
- Alumni email addresses, of which one is identified as their preferred email for Alumni communications
- Additional data pertaining to *just* that person's Alumni affiliation with Harvard, including title, degree, degree year, School, etc.

### HarvardKey data in detail view:

- Claim status (claimed, started, or unclaimed)
- Login name
- When and how the person's email data was last updated

