

# How to Complete the ID Code on Evaluation Tools

## First Step...

First letter of your <b>FIRST</b> name	First letter of your <b>LAST</b> name	Birth <b>MONTH</b>	Birth <b>DAY</b>
A-Z	A-Z	01-12	01-31
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Primera letra de su nombre	Primera letra de su apellido	Mes de su nacimiento	Día de su nacimiento
A-Z	A-Z	01-12	01-31
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Participants will begin filling in their ID box by starting from furthest left
- In the first box of either the English or Spanish version, input the **first letter** of participant's **FIRST** name
  - For example: **M**aria Rodriguez

## Second Step...

First letter of your <b>FIRST</b> name	First letter of your <b>LAST</b> name	Birth <b>MONTH</b>	Birth <b>DAY</b>
A-Z	A-Z	01-12	01-31
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- In the second box, input the **first letter** of the participant's **LAST** name
  - For participants with multiple last names, use the first letter of the participant's first last name
  - For example:
    - Maria **R**odriguez
    - Maria **H**errera-Rodriguez

## Third Step...

First letter of your <b>FIRST</b> name	First letter of your <b>LAST</b> name	Birth <b>MONTH</b>	Birth <b>DAY</b>
A-Z	A-Z	01-12	01-31
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- In the third box, input the **2-digits** of participant's birth **MONTH**
  - For example:
    - January - **01**
    - November - **11**

## Fourth Step...

First letter of your <b>FIRST</b> name	First letter of your <b>LAST</b> name	Birth <b>MONTH</b>	Birth <b>DAY</b>
A-Z	A-Z	01-12	01-31
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- In the fourth box, input the **2-digits** of participant's birth **DAY**
  - For example:
    - 03, 23, 31**

## Last Step...

- When collecting the surveys, confirm that the ID codes were completed
- **If ID codes are missing, follow-up with participants to fill them in**
- This will help maximize the number of matched surveys you achieve