

Process: This process will be used by faculty/staff to change notes, such as Advising notes, Course Recommendations, and General notes, which are placed on the student record. Notes are used to provide additional information regarding a student. Authorization will determine which notes may be viewed. Advising notes and Course Recommendations should be displayed to all who have an advising role.

Role: Authorized Personnel

Frequency: When Needed

BEGINNING

Enter the transaction code

PIQST00

STUDENT FILE SCREEN

Student Number



Enter the student's student number or use the Possible Entries icon to search

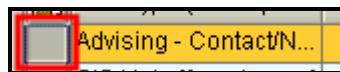
Press **Enter** to populate the student's records

Click on the **Note Overview** icon located on the **Application** toolbar at the top portion of the screen



NOTES OVERVIEW

Click on the **Select** icon to the left of the desired note to highlight it

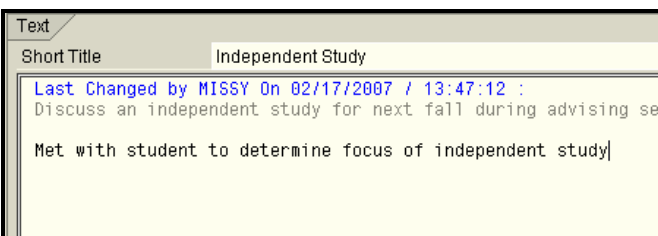


Click on the **Change** icon



CREATE NOTE

Text of Note



Enter the text for the change

Click on the **Save** icon



NOTE OVERVIEW

Click on the **Back** icon



The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/rwd/HTML/index.html>