PIQST00 – Student Search

IRIS
Integrated Resource
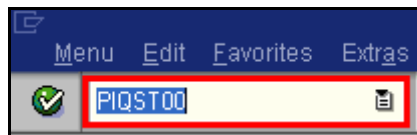Information System

Process: Use this process when you need to view or change a student's file or master data.	
Role: Authorized Personnel	**Frequency:** When Needed

BEGINNING	
Enter the transaction code	**PIQST00** <- Two zeros on the end

STUDENT FILE SCREEN
There are three ways to search for a student's records using the **Student Number** field: 1) entering the **Student Number**; 2) entering the student's name; and 3) using the **Possible Entries** icon

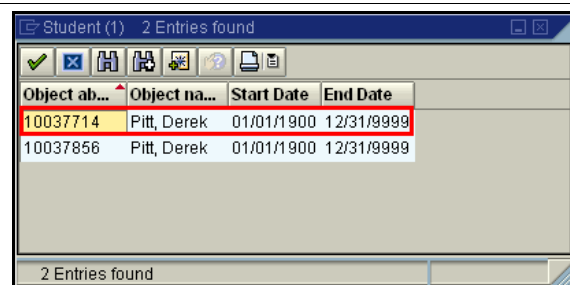| ENTERING THE STUDENT NUMBER	
Student Number	Enter the student's eight-digit IRIS-generated student number
Press **Enter** to pull up the student's records	

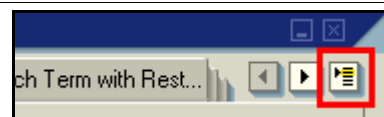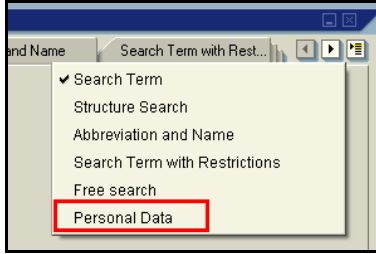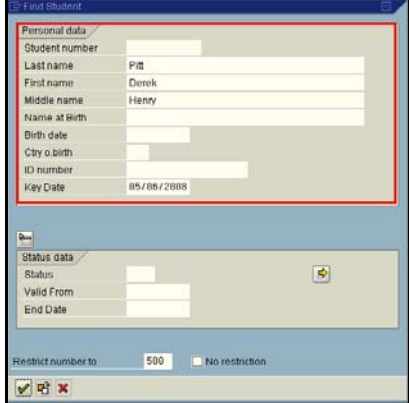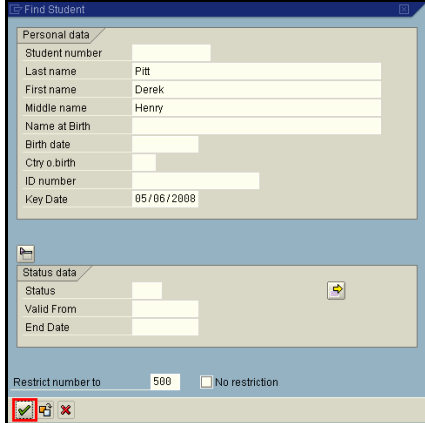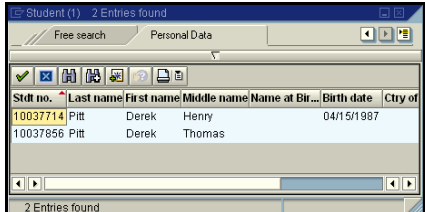| ENTERING THE STUDENT'S NAME	
Student Number	Enter the student's last and first name using this format: lastname, firstname
Press **Enter** to search for the student	
Double-click on the appropriate student's name	

USING THE POSSIBLE ENTRIES ICON	
In the **Student Number** field, click on the **Possible Entries** icon	
When the search window displays, click on the **Tab List** icon to the right of the tabs	

myHelp Website:

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

Select **Personal Data** search	
Enter the search criteria for the student in the appropriate fields	
Click on the **Continue** icon to search	
If more than one student matches the criteria, a list of the students will display	
Double-click on the appropriate student's name	