Quick Reference Card - Basic PIQST00 – Student Search



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 Image: Menu Edit Eavorites Extras Image: Ploston | 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 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 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 | Student (1) 2 Entries found Image: Student (1) 2 Entries found Image: Student (1) 3 End Date Object ab Object na Start Date End Date 10037714 Pitt, Derek 01/01/1900 12/31/9999 10037856 Pitt, Derek 01/01/1900 12/31/9999 2 Entries found |
| USING THE POSSIBLE ENTRIES ICON | |
| In the Student Number field, click on the Possible Entries icon | Student number |
| When the search window displays, click on the Tab List icon to the right of the tabs | ch Term with Rest |
| © 2008 University of Kentucky – IRIS Project | myHelp Website: |

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

Quick Reference Card - Basic PIQST00 – Student Search



| Select Personal Data search | and Name Search Term with Rest |
|---|---|
| Enter the search criteria for the student in the appropriate fields | Find Shudeet Personal data Student number Pat Last name Pat |
| Click on the Continue icon to search | |
| If more than one student matches the criteria, a list of the students will display | Student (1) 2 Entries found Free search Personal Date |
| Double-click on the appropriate student's name | Student (1) 2 Entries found Fise search Personal Date |