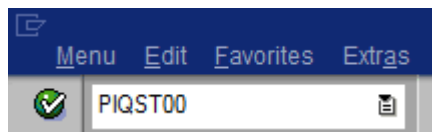|	
Process: Use this process to change the Key Date. The Key Date determines what data you see for a student. The Key Date on the Student File and Student Master Data defaults to the current date. If you use the current date, IRIS shows you what is current for the student. You can also enter a date directly into the Key Date field.	
Role: Authorized Personnel	**Frequency:** When Needed

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

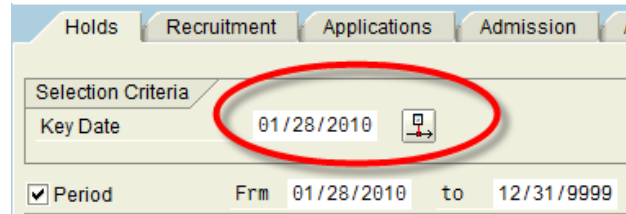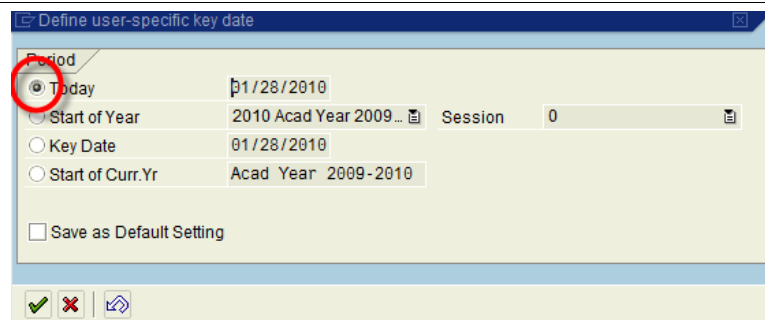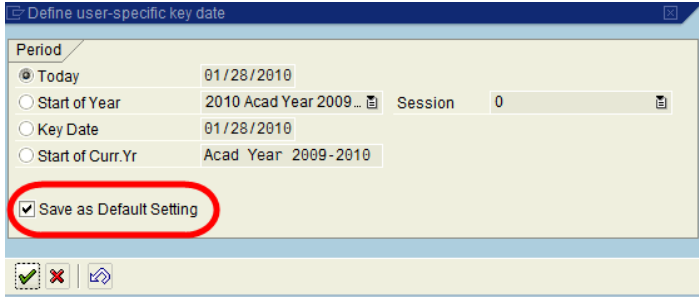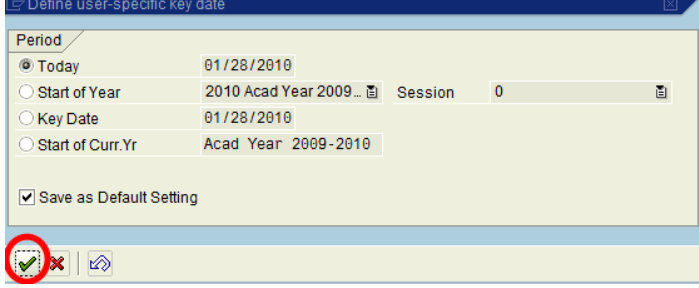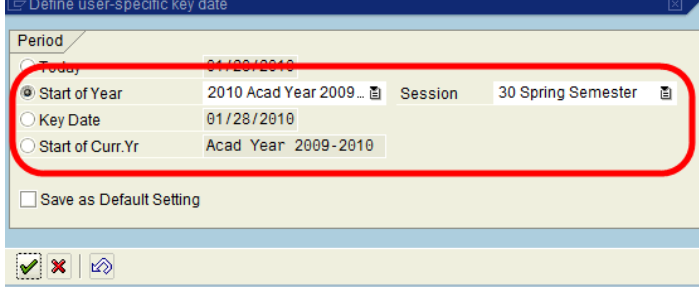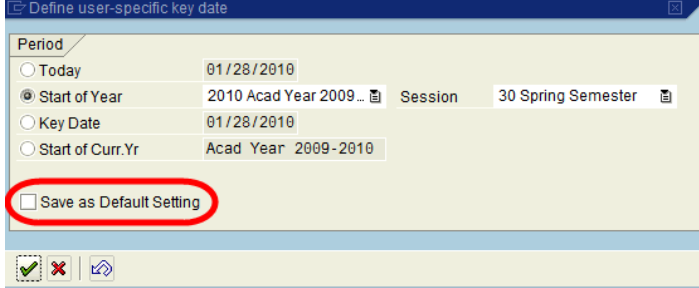| Find the Student's Records	
Student Number	Enter the **Student Number** or search for the student
Press **Enter** to pull up the student's records	
The **Key Date** may be set on any tab where it exists **Note:** The steps shown here work for all **Key Date** fields	
To set the **Key Date**, click on the **Key Date** icon located to the right of the **Key Date** field	

Set the Default Key Date	
It is recommended that the key date be set to the current date (**Today**) as the default date	
Click on the **Today** radio button	

Click in the box next to **Save as Default Setting**	**Define user-specific key date** Period ◉ Today — 01/28/2010 ○ Start of Year — 2010 Acad Year 2009… Session 0 ○ Key Date — 01/28/2010 ○ Start of Curr.Yr — Acad Year 2009-2010 ☑ Save as Default Setting
Click on the **Continue** icon in the lower-left corner of the screen	**Define user-specific key date** Period ◉ Today — 01/28/2010 ○ Start of Year — 2010 Acad Year 2009… Session 0 ○ Key Date — 01/28/2010 ○ Start of Curr.Yr — Acad Year 2009-2010 ☑ Save as Default Setting

Other Date Settings

Other choices for the key date include:
 	
   Start of Year/Session
   Start of Current Year
	Define user-specific key date
	Period
	○ Today — 01/28/2010
	◉ Start of Year — 2010 Acad Year 2009… Session 30 Spring Semester
	○ Key Date — 01/28/2010
	○ Start of Curr.Yr — Acad Year 2009-2010
	
	☐ Save as Default Setting

For date settings other than **Today**, the **Save as Default Setting** checkbox should not be checked	**Define user-specific key date** Period ○ Today — 01/28/2010 ◉ Start of Year — 2010 Acad Year 2009… Session 30 Spring Semester ○ Key Date — 01/28/2010 ○ Start of Curr.Yr — Acad Year 2009-2010 ☐ Save as Default Setting
Click the **Continue** icon **Note:** The **Key Date** will reset to **Today** when you exit the transaction screen. If you stay in **PIQST00** to view other records, remember to change the **Key Date** back to today or all the records may not be visible.	**Define user-specific key date** Period ○ Today — 01/28/2010 ◉ Start of Year — 2010 Acad Year 2009… Session 30 Spring Semester ○ Key Date — 01/28/2010 ○ Start of Curr.Yr — Acad Year 2009-2010 ☐ Save as Default Setting