

PIQST00 – Student Search

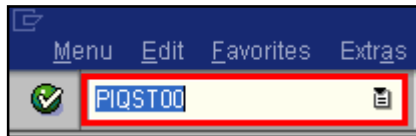
Process: Use this process when you need to view or change a student’s file or master data.

Role: Authorized Personnel

Frequency: When Needed

Entering PIQST00

Enter the transaction code



PIQST00 <- Two zeros on the end

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

Finding the Student by the Student Number

Student Number



Enter the student’s eight-digit IRIS-generated student number

Press **Enter** to pull up the student’s records

Finding the Student by the Student’s Name

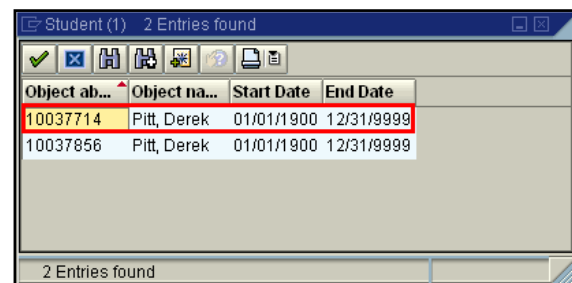
Student Number



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



Finding the Student by Using the Possible Entries Icon

In the **Student Number** field, click on the **Possible Entries** icon



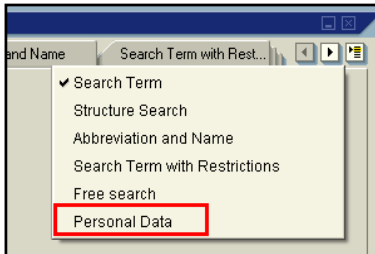
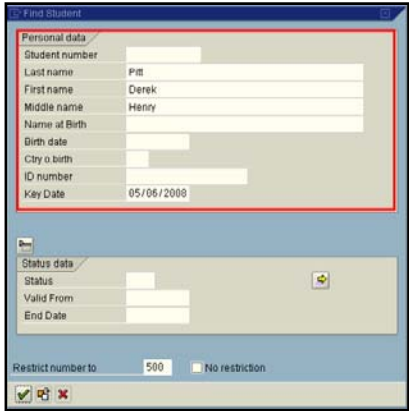
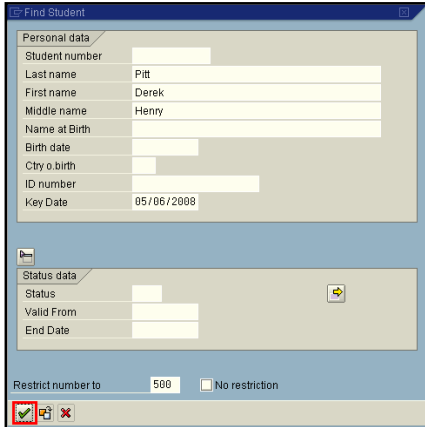
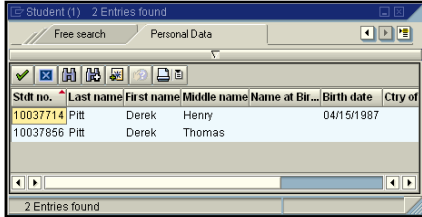
When the search window displays, click on the **Tab List** icon to the right of the tabs



Quick Reference Card – Student Lifecycle Management

PIQST00 – Student Search



<p>Select Personal Data search</p>																						
<p>Enter the search criteria for the student in the appropriate fields</p>																						
<p>Click on the Continue icon to search</p>																						
<p>If more than one student matches the criteria, a list of the students will display</p>	 <table border="1"> <thead> <tr> <th>Std no.</th> <th>Last name</th> <th>First name</th> <th>Middle name</th> <th>Name at Birth</th> <th>Birth date</th> <th>City of</th> </tr> </thead> <tbody> <tr> <td>10037714</td> <td>Pitt</td> <td>Derek</td> <td>Henry</td> <td></td> <td>04/15/1987</td> <td></td> </tr> <tr> <td>10037856</td> <td>Pitt</td> <td>Derek</td> <td>Thomas</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Std no.	Last name	First name	Middle name	Name at Birth	Birth date	City of	10037714	Pitt	Derek	Henry		04/15/1987		10037856	Pitt	Derek	Thomas			
Std no.	Last name	First name	Middle name	Name at Birth	Birth date	City of																
10037714	Pitt	Derek	Henry		04/15/1987																	
10037856	Pitt	Derek	Thomas																			
<p>Double-click on the appropriate student's name</p>	