**Quick Reference Card – Student Lifecycle Management**

**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

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## 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

### 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**

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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