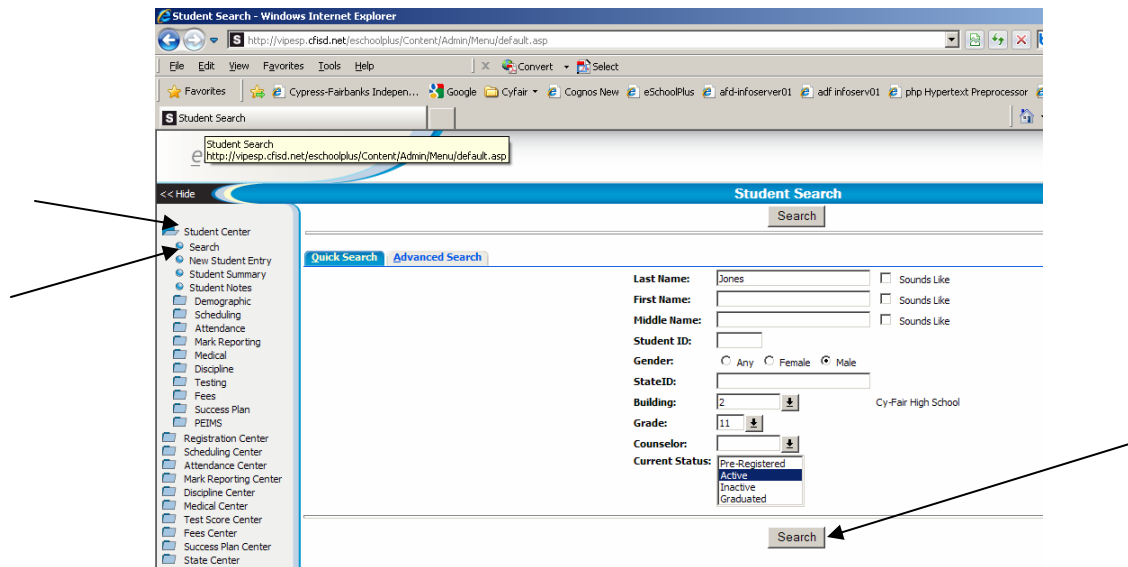


## PERFORM A QUICK SEARCH

Access: **Student Center>Search**



- A. Enter the search information for the student or students that you want to find using any combination of the common search fields on this screen.
  1. Simplest search = Student ID
  2. Example above would find any student who met all of the criteria of having the last name as Jones, male, building 2, grade 11, and active.
- B. Click Search after entering search criteria. A Student List screen will display the results of your search.
- C. Click on the name of the desired student to display the Student Summary page.

