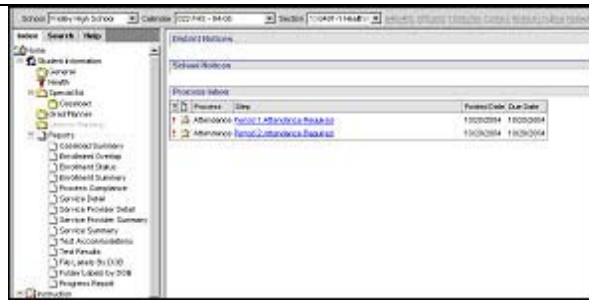


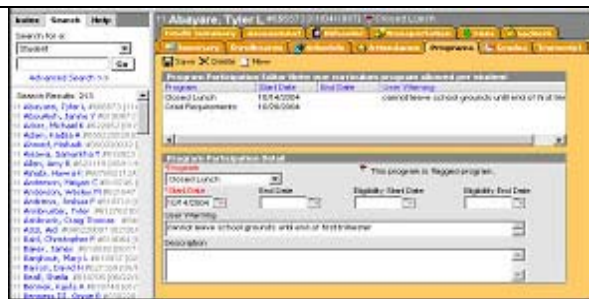
Window	Information
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### Searching for a Person



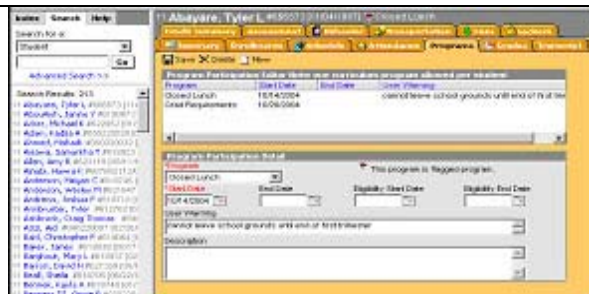
1. From the **Index**, select the **Student Information** folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.
2. Select the **General** folder within Student Information folder.
3. Search for a student using either the **Search** tab or the **Advanced Search** option.
4. After selecting a student, click the **Programs** tab.

### Viewing Program Information



The program tab is used to “flag” a student that has indicated a “**Medical Alert**” on the registration form.

### Adding a Program to a Student



1. From the **Programs** tab, select the **New** icon. A **Program Participation Detail** table will appear below the **Program Participation Editor**.
2. Select the **Program** to assign to the student from the drop-down list. Choose **Medical**. A flag will show on the top portion of the student view. A *flagged* item means that when the student is viewed, a small red flag will appear next to the student’s name.
3. Enter the **Start Date** for the program. This will be defaulted to the current date.
4. Enter an **Eligibility Start Date**, if applicable.
5. Click the **Save** icon when finished.

### Ending a Program for a Student



1. From the **Programs** tab, select the entry that needs to be ended.
2. In the **Program Participation Detail** area, enter an **End Date** for the program.
3. Click the **Save** icon when finished. This will keep the instance of the program, as well as removing the item as a flag (if it is a flagged program) from the student’s name.