



Searching for Student

Window

Information

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1. From the **Index** tab, expand the **Student Information** folder by clicking on the plus (+) sign.

2. Select the **General** folder.

3. Enter search criteria in the **Search** tab by entering a student's last name and clicking the **Go** button, or by using the **Advanced Search** and entering more specific information in the gray search area to the right. Click the **Search** button when finished.

4. A list of students that matched the search criteria will appear in the **Search Results** area on the left.