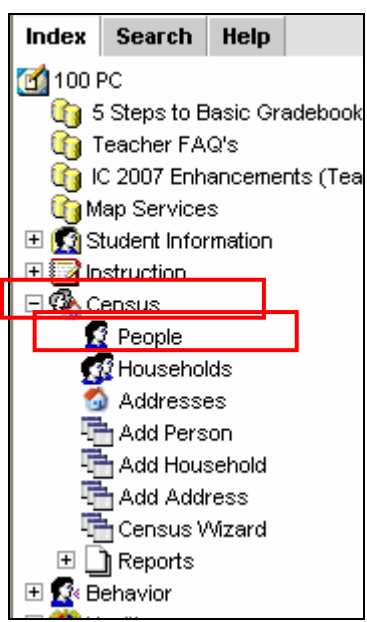
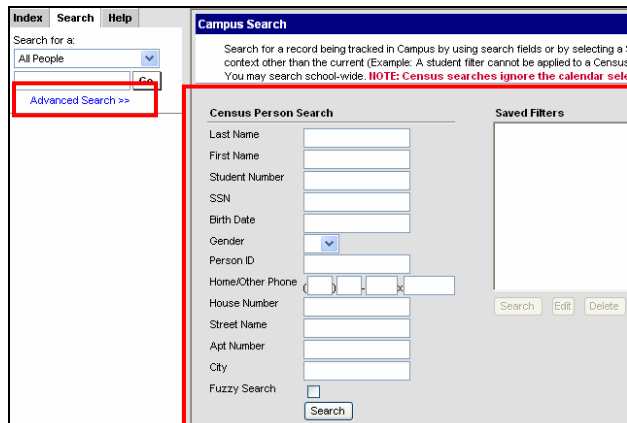


# Searching for People/Student

## Window

## Information

Window	Information
<p style="text-align: center;"><b>Searching for a Person</b></p>   	<ol style="list-style-type: none"> <li>From the <b>Index</b> tab, expand the <b>Census</b> folder by clicking on the plus (+) sign.</li> <li>Select the <b>People</b> link.</li> </ol>  <ol style="list-style-type: none"> <li>Click the <b>Advanced Search</b> link on the <b>Search</b> tab.</li> </ol> <p>A <b>Census Person Search</b> screen will appear.</p> <ol style="list-style-type: none"> <li>Search for a person by entering search criteria. Options as follows: <ul style="list-style-type: none"> <li><b>Option 1 – search by first 3 letters of each name</b> <p><i>Last Name</i> – Enter the 1st 3 letters of the last name.</p> <p><i>First Name</i> - Enter the 1st 3 letters of the first name.</p> <p><b>If no search results were found</b></p> </li> <li><b>Option 2 – search by DOB</b> <p><i>Last Name</i> – Leave Blank.</p> <p><i>First Name</i> - Leave Blank.</p> <p><i>Birth Date</i> – Enter in the student Birth Date.</p> </li> </ul> </li> </ol> <ol style="list-style-type: none"> <li>Click the <b>Search</b> button</li> </ol>

## Searching for People/Student

**Census Person Search**

Last Name: Gut

First Name: Luc

Student Number:

SSN:

Birth Date:

Gender:

Person ID:

Home/Other Phone: ( ) - - x

House Number:

Street Name:

Apt Number:

City:

Fuzzy Search:

**Census Person Search**

Last Name: Hob

First Name: Luc

Student Number:

SSN:

Birth Date:

Gender:

Person ID:

Home/Other Phone: ( ) - - x

House Number:

Street Name:

Apt Number:

City:

Fuzzy Search:

If the student has a hyphenated last name, Search each last name separately using the option one method.

### Option 1 – search by the first last name

*Last Name* – Enter the 1st 3 letters of the **first** last name.

*First Name* - Enter the 1st 3 letters of the first name.

### Option 2 - search by the other last name

*Last Name* – Enter the 1st 3 letters of the **last**, last name.

*First Name* - Enter the 1st 3 letters of the first name.

### Option 3 – search by DOB only

*Last Name* – Leave Blank.

*First Name* - Leave Blank.

*Birth Date* – Enter in the student Birth Date

6. Click the **Search** button
7. Compare the information in the Search Results area with the information on the birth verification.
8. Select the appropriate person from the list.

If the person was **not** found in the search results, proceed to the **Adding Person/Student QR guide** for step by step instructions to add a person in Infinite Campus.









Index Search Help

Search for a:

All People

[Advanced Search >>](#)

Search Results: 8

-  Gutierrez, Sara
-  Gutierrez, Sara A #296777 [03/2
-  Gutierrez, Sara G #628672 [10/2
-  Gutierrez, Sarah A #400990 [03/
-  Gutierrez, Sarahi #559543 [01/16
-  Gutierrez, SARAHI L #582518 [0
-  Gutierrez, Sarahi L #637220 [09/
-  Gutierrez-Villarreal, Sara E

