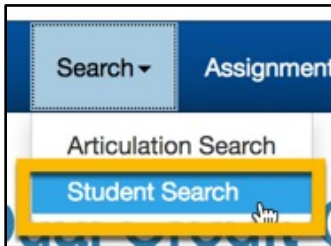# WORKING WITH STUDENT ACCOUNTS

As a Teacher, you can view student Account Profiles and Reset Student Passwords.

Searching for a Student

1. Open the Search menu. Then select Student Search.

2. Enter search terms in the search boxes.

3. **Click the Search button.** The results display below the search form. You should enter at least one search term, otherwise your search will likely return too many records to display.

	+ Last Name	+ First Name	+ State Student ID	+ SERS ID	+ Birth Date	+ Current Grade
View	Student	Demonstration		TP3-38-3800	1/1/1988	Grade Unknown
View	Student	Demonstration		TP3-38-3803	10/30/2002	Grade Unknown
View	STUDENTI	DEMONSTRATION		TP3-38-3804	1/1/2001	11
View	STUDENTII	DEMONSTRATION		TP3-38-3805	1/2/2001	11
View	STUDENTIII	DEMONSTRATION		TP3-38-3806	1/3/2001	11

Viewing a Student's Profile

1. Search for the student

2. Click on the View link for the student in the search results

	+ Last Name	+ First Name	+ State Student ID	+ SERS ID	+ Birth Date	+ Current Grade
View	Student	Demonstration		TP3-38-3800	1/1/1988	Grade Unknown
View	Student	Demonstration		TP3-38-3803	10/30/2002	Grade Unknown
View	STUDENTI	DEMONSTRATION		TP3-38-3804	1/1/2001	11
View	STUDENTII	DEMONSTRATION		TP3-38-3805	1/2/2001	11
View	STUDENTIII	DEMONSTRATION		TP3-38-3806	1/3/2001	11

3. **The Student Profile will display.** You will not be able to edit any of this information, but you will be able to view contact information for the student, as well as the student's Registration History.