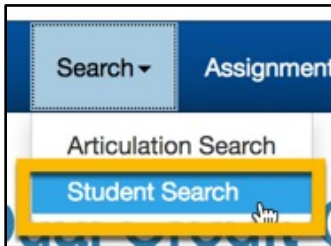


# WORKING WITH STUDENT ACCOUNTS

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.

A screenshot of the 'Student Search' form. The form has a title 'Student Search' and three bullet points: 'Leave form empty to return all students', 'Fill in one or more items to narrow the search results', and 'Search terms are wildcarded, e.g. "Clark" will show "Clark" and "Clarkson"'. Below the instructions are five input fields: 'Student First Name', 'Student Last Name', 'Student Birth Date', and 'SERS ID'. At the bottom left is a 'Search Statewide' checkbox, which is currently unchecked. At the bottom right are two buttons: a blue 'Search' button and an orange 'Reset' button.

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
<a href="#">View</a>	Student	Demonstration		TP3-38-3800	1/1/1988	Grade Unknown
<a href="#">View</a>	Student	Demonstration		TP3-38-3803	10/30/2002	Grade Unknown
<a href="#">View</a>	STUDENTI	DEMONSTRATION		TP3-38-3804	1/1/2001	11
<a href="#">View</a>	STUDENTII	DEMONSTRATION		TP3-38-3805	1/2/2001	11
<a href="#">View</a>	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.

SERS Statewide Enrollment and Reporting System CTE Dual Credit

Logged in as: DEMONSTRATION TEACHER at Yvoc Tech Prep

SERS Home Search Assignments Reports Resources My Account Logout

### View Student Profile

[Reset Student Account](#)

Date Account Created: 06/25/2018

User Name: sdemo2

### Registration History

Details are only available on a student's articulation that is within your consortium.

	+ Year	+ Articulation Name	+ Status
Details	2017-18	Demo Articulation	Not Attained