# **Finding a student when you do not know what facility they are/were at.**

## There are two ways to do a search for a student

* Go to the **Manage Student Records**



* Make sure all three boxes are checked, change the **Search Option** to **DOC Number** in the dropdown box.



* In the **Search BY** box, enter the student’s DOC# and click **Search**.

## **Or**

## Go to the **New Student Registration** page.



* Enter the **DOC# in** both boxes and hit your enter button.



* A box will pop up that says **Are you sure?** – Click **Yes**



* A pop-up box will show the student’s DOC#, Name, and the facility they were in previously.
* Click **Yes, Continue** next to the Are you sure you want to review/continue with this student?
* Make sure the **Yes** button next to the “Is student currently enrolled in the selected program request number?

