



Technology Helper

Viewing Student Information from the Student Management Program

1. Go to START and then Programs.
2. Go to School Office and then to Student Look and Browse
3. Login using the First FIVE letters of your last name (unless there is someone in the district with the same last name, and then use your first initial and first four letters of your last name.) **PRESS THE TAB KEY AND DELETE ANY CHARACTERS IN THE PASSWORD BOX USING THE BACKSPACE KEY.** Enter the password you established. If you have not established a password, the first time you log on, put in whatever you want to use for your password, the system will ask you to confirm, and your password is set.
4. Select the correct student in the white bar in the upper right hand corner.
5. Click on the LIST button near the name bar.
6. This should open up a window that will allow you to see all information for the students.