

## Looking Up Students in CalCentral

The Student Lookup tool is a different feature from View As. The following steps show how to use the Student Lookup tool from within CalCentral.

1. Log into CalCentral using your CalNet ID and passphrase. You arrive at your **My Dashboard** page.

The screenshot shows the CalCentral interface. At the top, the 'CALCENTRAL' logo is on the left, and user information (146, 31 13, Janet) is on the right. Below the logo, the 'My Dashboard' tab is selected and highlighted with a red box. The main content area is divided into several sections: 'Tasks' (with 'Scheduled' selected), 'Notifications', 'My Classes', 'My Groups', and 'Advising Resources'. The 'Student Lookup' link is highlighted with a red box and a red arrow pointing to it from the left. The 'Advising Resources' section includes links for 'Service Indicators', 'Advising Assignments', 'Reporting Center', and 'Schedule of Classes - Class Search'.

2. Observe the **Student Lookup** section.

- To simply search for a student, enter the student's name (first, then last), UID, or SID, and click the **Search** button.

**Search:**  
by **Name**

The screenshot shows the 'Student Lookup' interface. At the top are three buttons: 'Search', 'Saved', and 'Recent'. Below them is a search bar with the placeholder text 'Enter name, UID or SID'. The text 'Oski Bear' is entered into the search bar. To the right of the search bar is a blue 'Search' button. Both the search bar and the 'Search' button are highlighted with red boxes.

**Result:**  
all students  
named "Oski  
Bear"

The screenshot shows the search results for 'Oski Bear'. The search bar still contains 'Oski Bear'. Below the search bar, two results are listed: 'Oski BEAR (11667051)' and 'Oskie J BEAR (26214027)'. Each result has a star icon to its right.

To the right you see a search-by-**name** and a search-by-**SID**.

**Search:**  
by **SID**

The screenshot shows the 'Student Lookup' interface. The search bar contains the SID '11667051'. The blue 'Search' button is highlighted with a red box.

**Result:**  
the student  
with the SID  
"11667051"

The screenshot shows the search results for SID '11667051'. The search bar contains '11667051'. Below the search bar, one result is listed: 'Oski Bear (11667051)' with a star icon to its right.

- In both cases, they return a **clickable link** that will load the **Student Overview** page about that student.

4.

The screenshot shows the search results for 'Oski Bear'. The search bar contains 'Oski Bear'. Below the search bar, the result 'Oski BEAR (11667051)' is listed with a star icon. The text 'Oski BEAR (11667051)' is highlighted with a red box, and a mouse cursor is pointing at it.

## Tour of the Student Overview Page

1. Here you see the **Student Overview**. Clickable links of importance on this page are:
  - a. **View As**
  - b. **Service Indicators**
  - c. **Advising Assignments**


You must CalNet-authenticate whenever you click on any of these three links, even though you have already CalNet-authenticated to enter CalCentral.

**CALCENTRAL** 146 31 13 Janet

My Dashboard My Campus My Toolbox

My Dashboard » Student Overview

**Personal Summary**

 **Oski Bear** (view as) **1a.**

**Majors** College of Letters & Science  
American Studies  
Astronomy  
Statistics

**Academic Career** Undergraduate

**Level** Senior

**Contact Information**  
**Home Address**  
 2111 BANCROFT WAY #550  
 BERKELEY, California 94720  
  
**Local Address**  
 200 SPROUL HALL  
 BERKELEY, California 94720  
  
**Home/Permanent Phone**  
 510/642-9507 ext. 123  
  
**Local Phone (preferred)**  
 510/555-1212

**1b.**

**Advising Resources** [Service Indicators](#)  
[Advising Assignments](#) **1c.**

**University Requirements**

Requirement	Met
UC Entry Level Writing	✔ Completed
American History	✔ Completed
American Institutions	✔ Completed
American Cultures	✔ Completed

**Class Enrollment** FALL 2016

ⓘ You have a hold that may affect your ability to enroll in classes. Consult with an advisor.

Activity	When	
1. Multi-year Planner		
2. Schedule of Classes	Prior to Apr 17	
3. Schedule Planner	Mar 28	
4. Class Enrollment	Sun Apr 17   5:00 PM	
Learn more about enrollment rules and information. While viewing someone's information, you can't see these links.		
<b>Enrollment Period</b>		
Spec Validate Enroll Function	Sun Apr 17   5:00 PM	
Phase 1	Mon Apr 18   10:30 AM	
Phase 2	Mon Jul 18   3:30 PM	
Adjustment Period	Mon Aug 15   9:00 AM	
5. Class Adjustment	After Apr 17	
<b>Enrolled Classes</b>		
Class	When	Units
HISTORY 138 DIS	TBA	
HISTORY 138 LEC	TuTh 8:00A-9:29A	4.0
		Total Units: 4.0

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## View As \_\_\_\_\_

- To the right we see what appears when you click on the **View As** link (2)—you are taken to a view of the student's **My Dashboard** page.

**CALCENTRAL** My Dashboard » Student Overview

**Personal Summary**

Oski Bear (view as) **1.**

**Majors** College of Letters & Science  
American Studies  
Astronomy  
Statistics

**Academic Career** Undergraduate

**Level** Senior

**Contact Information**  
Home Address: 2111 BANCROFT WAY #550, BERKELEY, California 94720  
Local Address: 200 SPROUL HALL, BERKELEY, California 94720  
Home/Permanent Phone: 510/642-9507 ext. 123  
Local Phone (preferred): 510/555-1212

**University Requirements**

Requirement	Met
UC Entry Level Writing	Completed
American History	Completed
American Institutions	Completed
American Cultures	Completed

**Class Enrollment FALL 2016**

You have a hold that may affect your ability to enroll in classes. Consult with an advisor.

**Activity**

- Multi-year Planner
- Schedule of Classes
- Schedule Planner
- Class Enrollment
- Class Adjustment

**Enrolled Classes**

Class	When	Units
HISTORY 138 DIS	TBA	4.0
HISTORY 138 LEC	TuTh 8:00A-9:29A	4.0
		<b>Total Units: 4.0</b>

- Clicking the **Stop** button will take you out of **View As** and bring you to your **My Dashboard** page, from which you can do another **Student Lookup**.

**CALCENTRAL** My Dashboard My Academics My Finances My Campus

**Tasks**

Scheduled | **Unscheduled 4** | Completed

**Overdue 4**

- AB 540 + HS Transcript 03/26 RECEIVED
- Arrival Documents 03/26 RECEIVED
- Miscellaneous 03/26 INCOMPLETE
- W2s (Student) 03/26 INITIATED

**Today 0**

There are currently no scheduled tasks/assignments that are due today.

**Future 0**

There are currently no scheduled tasks/assignments that are due in the future.

**Notifications**

- Conditional Financial Aid Financial Aid and Scholarships, Mar 24

**2.**

**Stop**

(You can tell you as **Viewing As** because of the **yellow line** and **Stop button** across the bottom of the page.)

## Service Indicators

- To the lower right you see what appears when you click on the **Service Indicators** link (1a) in the **Student Overview** page—you are taken to the **Manage Service Indicators** page.

Note that the student's ID is carried over from your search (1b).

Note also the **Return** link at the top, left of the page. This takes you back to the **Student Overview** page (1c).

The screenshot shows the 'My Dashboard » Student Overview' page. The 'Personal Summary' section includes a profile picture of 'Oski Bear', majors (College of Letters & Science, American Studies, Astronomy, Statistics), academic career (Undergraduate), level (Senior), and contact information (Home Address, Local Address, Home/Permanent Phone, Local Phone). The 'Advising Resources' section has a red box around the 'Service Indicators' link, labeled '1a'.

The screenshot shows the 'Manage Service Indicators' page. At the top left, a 'Return' link is highlighted with a red box and labeled '1c'. Below the search criteria, the 'EmpID' field contains the value '11667051', which is highlighted with a red box and labeled '1b'. Other search criteria include Academic Career, National ID, Campus ID, Last Name, and First Name. A 'Search' button is at the bottom.

(For more on service indicators, see: [http://sisproject.berkeley.edu/sites/default/files/Service\\_Indicators\\_JA.pdf](http://sisproject.berkeley.edu/sites/default/files/Service_Indicators_JA.pdf))

## Advising Assignments

- To the lower right we see what appears when you click on the **Advising Assignments** link (1a) from the **Student Overview** page—you are taken to the **Student Advisor** page.

Note that the student's ID is carried over from your search (1b).

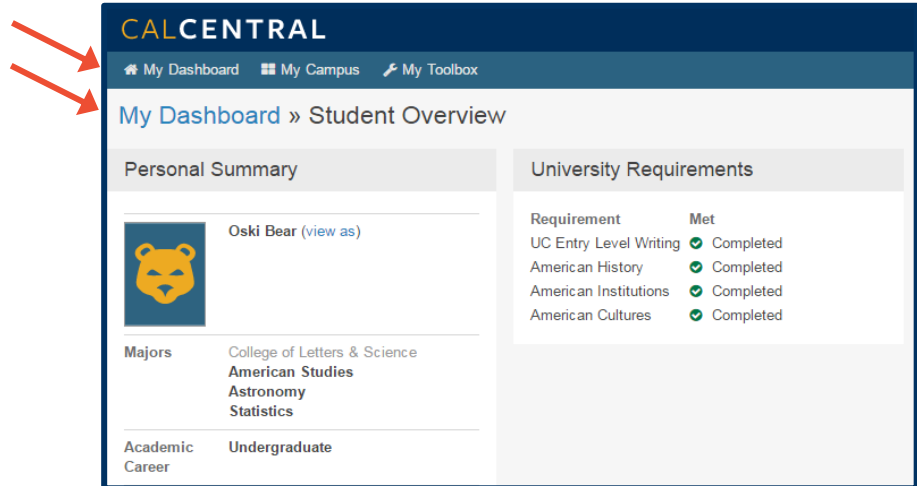
Note also the **Return** link at the top, left of the page. This takes you back to the **Student Overview** page (1c).

The screenshot shows the 'My Dashboard » Student Overview' page. It includes sections for Personal Summary (Oski Bear), Majors (College of Letters & Science, American Studies, Astronomy, Statistics), Academic Career (Undergraduate, Senior), and Contact Information. The 'Advising Resources' section at the bottom left has a red box around the 'Advising Assignments' link, labeled '1a.'

The screenshot shows the 'Student Advisor' page for Oski Bear. At the top left, a 'Return' link is highlighted with a red box and labeled '1c.'. In the top right area, the student ID '11667051' is highlighted with a red box and labeled '1b.'. The page contains various fields for advisor assignment, including Academic Institution (UCB01), Effective Date (05/17/2016), Advisor Role (Advisor), and Advisor Number (1).

(For more on advising assignments, see: [http://sisproject.berkeley.edu/sites/default/files/Assigning\\_Advisors\\_JA.pdf](http://sisproject.berkeley.edu/sites/default/files/Assigning_Advisors_JA.pdf))

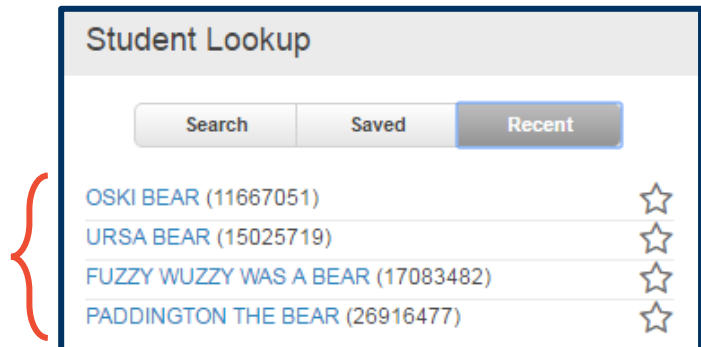
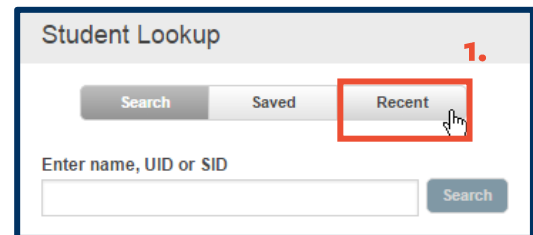
2. You can return to your **My Dashboard** from **Student Overview** at any time, by clicking on *either* of the **My Dashboard** links.



## Searching for a Student Using Saved and Recent Buttons\_\_\_\_\_

You can also execute a **Student Lookup** by clicking on the **Saved** or **Recent** buttons.

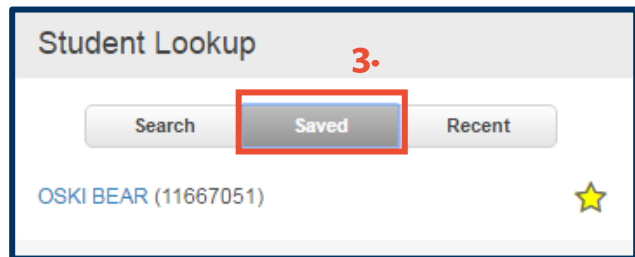
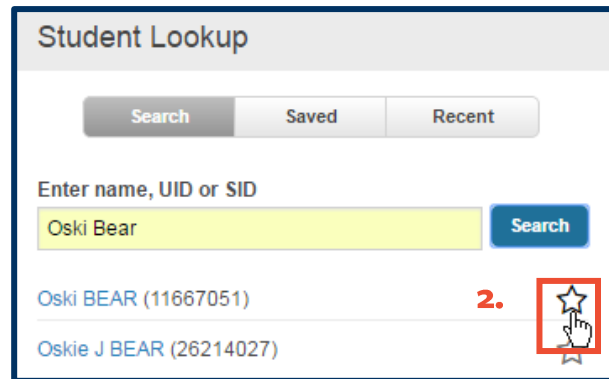
1. Click **Recent** to see a list of up to **30** of your most recent lookups.



- Whether in **Search** or **Recent**, you can save a student for future searches by clicking on the **5-pointed star** to the right of his/her name.

(The star will turn **yellow** when the **Save** takes place.)

- Click **Saved** to see an unlimited list of your saved lookups.



### Support:

For questions or assistance, please contact the SIS Project:

- Call **510-664-9000** (press **option 6**)
- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Submit a ticket: [https://shared-services-help.berkeley.edu/new\\_ticket/it](https://shared-services-help.berkeley.edu/new_ticket/it)