Accessing Student’s External Documents

Navigation: CalCentral > Student Lookup > Student Overview page > Advising Resources section > External Student Docs link

Advisors may need to review documents for a student, such as transcripts from other schools. This is done through “Perceptive Content” (formerly ImageNow). This works on all major browsers.

Log in to CalCentral.

Look up a student.

On the Student Overview page, in the Advising Resources section (lower left corner), click the External Student Docs link.

Perceptive Content opens as in a new window.

Note: You may be prompted to login a 2nd time.

A list of that student’s documents will display.

Click on any of the documents to view them.

Support

For questions or assistance, please contact SIS Support:

- Call 510-664-9000 (press option 6 to reach SIS support)
- Email: sishelp@berkeley.edu
- Submit a ticket: https://berkeley.service-now.com/ess/create_incident
- For more information and job aids visit http://sis.berkeley.edu/training/academic-advising-resources