How to Access a 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.

1. Sign into CalCentral with your CalNet ID: calcentral.berkeley.edu
2. Use Student Lookup a student to search for the student and go to the Student Overview page.
3. On the Student Overview page, in the Advising Resources section (lower left corner), select the External Student Docs link.
4. Perceptive Content opens as in a new window.
   Note: You may be prompted to login a 2nd time.
5. A list of that student’s documents will display.
6. Select on any of the documents to view them.

Support:

For questions or assistance, please contact the SIS Production Support:
- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit: sis.berkeley.edu/training