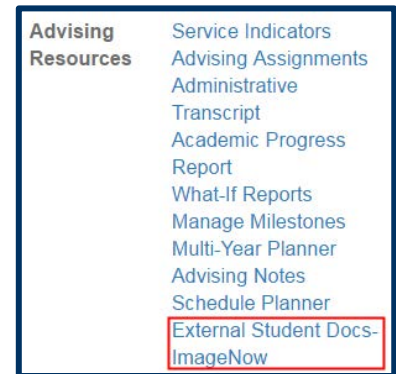


## How to Access a Student's External Documents

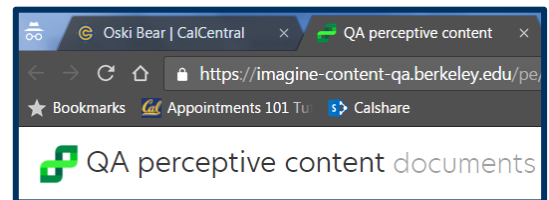
Navigation: [CalCentral](#) > Student Lookup > Student Overview page > Advising Resources section > External Student Docs link

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](http://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 2<sup>nd</sup> time.



5. A list of that student's documents will display.

Drawer	Student ID	Student Name	Link Date/Time	Type
OUA_SIS	11667051	Bear, Oski	2016-05-19 01:11:14 PM	OUA_Transcript - Final HS_AHSTR
OUA_SIS	11667051	Bear, Oski	2016-06-21 10:11:05 AM	OUA_Transcript - Final HS_AHSTR
OUA_SIS	11667051	Bear, Oski	2016-09-14 04:24:31 AM	OUA_Transcript - College_ACLUTR
OUA_SIS	11667051	Bear, Oski	2016-09-16 04:10:14 AM	OUA_Transcript - College_ACLUTR
OUA_SIS	11667051	Bear, Oski	2016-09-20 08:48:17 AM	OUA_Transcript - College_ACLUTR

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](mailto:sishelp@berkeley.edu)
- Call **510-664-9000** (press **option 6**)

For additional SIS resources, please visit: [sis.berkeley.edu/training](http://sis.berkeley.edu/training)