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.

2. Observe the Student Lookup section.
3. 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](image)

   **Result:** all students named “Oski Bear”

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

   ![Search by SID](image)

   **Result:** the student with the SID “11667051”

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

   ![Student Overview](image)
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.
View As

1. 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.

2. 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.

(You can tell you as Viewing As because of the yellow line and Stop button across the bottom of the page.)
1. 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).

(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))
1. 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).

(For more on advising assignments, see: 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.
2. 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.)

3. 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
- Submit a ticket: [https://shared-services-help.berkeley.edu/new_ticket/it](https://shared-services-help.berkeley.edu/new_ticket/it)