**LOCATE A STUDENT USING THE STUDENT LOCATOR FORM (LOCR)**

1. Access the LOCR screen:

```
<p>| | | | |</p>
<table>
<thead>
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</tbody>
</table>
```

2. At the Student LookUp prompt, either enter the student’s 7-digit ID and click on ‘Ok’ or press <Enter>:

```
Student LookUp

0397690

Ok Cancel Finish Help
```

**OR**

Do a name lookup by entering 3 characters of the student’s last name and 3 characters of their first name separated by a comma and click on ‘Ok’ or press <Enter>:

```
Student LookUp

CLBC

Ok Cancel Finish Help
```

…which will bring up a Search Results screen similar to this:

```
<p>| | | | |</p>
<table>
<thead>
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</tbody>
</table>
```

Double-click on the student you are looking for:
3. When the “Enter date to locate the student” box displays, enter the date on which you want to locate the desired student and click on ‘Ok’ or press <Enter>:

A schedule for the specified student on the specified date should display:

4. When finished viewing, click on Cancel to look up another student or Cancel All to exit LOCR.

VIEW A STUDENT SCHEDULE USING STSC

1. Access the STSC screen:

2. At the Student LookUp prompt, either enter the student’s 7-digit ID and click on ‘Ok’ or press <Enter>:
OR

Do a name lookup by entering 3 characters of the student’s last name and 3 characters of their first name separated by a comma and click on ‘Ok’ or press <Enter>:

…which will bring up a Search Results screen similar to this:

…double-click on the student you are looking for:

3. At the Term LookUp prompt, enter the appropriate term in this format (Fall 2019 in this example):

4. The student’s schedule will display:
5. When finished viewing, click on **Cancel** to look up another student or **Cancel All** to exit **STSC**.

**Log out of Colleague**

1. When you are finished using Colleague, be sure to log out by clicking on **Log Out** on the top right-hand side of the window.

2. Close the browser window.

**Other Useful Mnemonics**

- **NAE**: Name and Address Information
- **ADSU**: Person Addresses (Looking Up Emergency Contact Information)
- **FCSI**: Faculty Schedule Inquiry