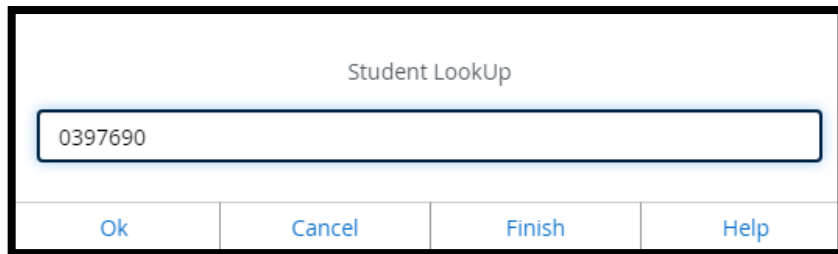


LOCATE A STUDENT USING THE STUDENT LOCATOR FORM (LOCR)

1. Access the **LOCR** screen:

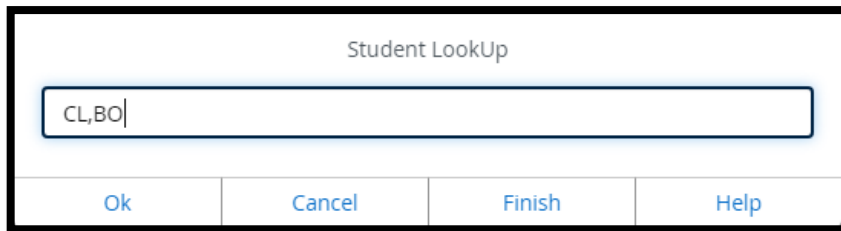


2. At the Student LookUp prompt, either enter the student's 7-digit ID and click on 'Ok' or press <Enter>:

A screenshot of the 'Student LookUp' form. The form has a title 'Student LookUp' at the top. Below the title is a text input field containing the number '0397690'. At the bottom of the form are four buttons: 'Ok', 'Cancel', 'Finish', and '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>:

A screenshot of the 'Student LookUp' form. The form has a title 'Student LookUp' at the top. Below the title is a text input field containing the text 'CL,BO|'. At the bottom of the form are four buttons: 'Ok', 'Cancel', 'Finish', and 'Help'.


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



6	 Clown, Bozo T ID: 0397690	123 Midway Lane Worcester, MA 01602 DUPLICATE	DOB: 05/07/1979 Former: Funnyman STA,STU	Entry: 04/30/2003
7	 Club, Uxbridge B [REDACTED]	,	DOB: Former: PER	Entry: 02/15/2006
8	 Jackson, Abraham [REDACTED]	[REDACTED]	DOB: Former:	Entry: 04/20/2018

+ Add K 1 - 22 of 22 > < x Open 0 Selected Select All

Double-click on the student you are looking for:





6	 Clown, Bozo T ID: 0397690	123 Midway Lane Worcester, MA 01602 DUPLICATE	DOB: 05/07/1979 Former: Funnyman STA,STU	Entry: 04/30/2003
---	---	---	--	-------------------

- 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>:

Enter date to locate the student

Ok
Cancel
Finish
Help

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

		Date				
		07/18/19				
	Student Schedule	Start Time	End Time	Bldg	Room	
1	 EN-102-EP College Writing II	09:00AM	12:00PM	ST	105	
2						
3						
4						

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

VIEW A STUDENT SCHEDULE USING STSC

- Access the **STSC** screen:


WORCESTER UNIVERSITY



STSC




Navigate

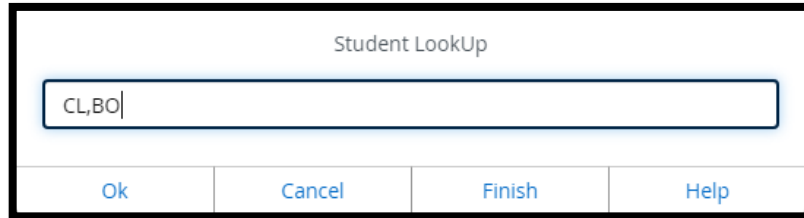
- At the Student LookUp prompt, either enter the student’s 7-digit ID and click on ‘OK’ or press <Enter>:

Student LookUp

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

CL,BO|

Ok Cancel Finish Help

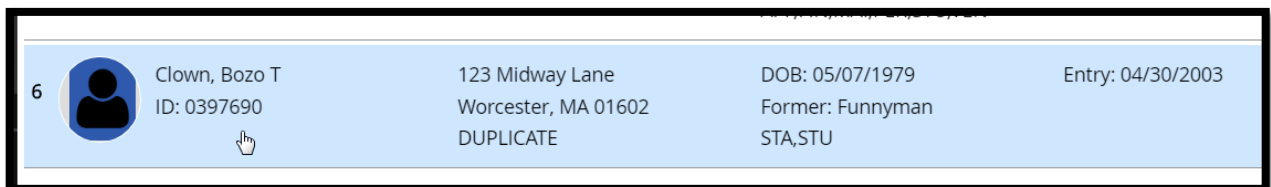
...which will bring up a Search Results screen similar to this:




6	 Clown, Bozo T ID: 0397690	123 Midway Lane Worcester, MA 01602 DUPLICATE	DOB: 05/07/1979 Former: Funnyman STA,STU	Entry: 04/30/2003
7	 Club, Uxbridge B [REDACTED]	,	DOB: Former: PER	Entry: 02/15/2006
8	 Jackson, Abraham [REDACTED]	[REDACTED]	DOB: Former:	Entry: 04/20/2018

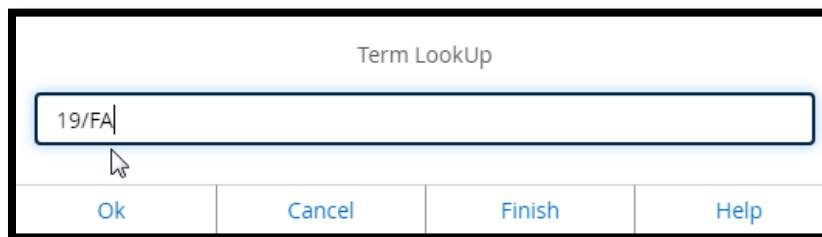
+ Add K < 1 - 22 of 22 > [Print] [Open] 0 Selected [Select All]

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



6	 Clown, Bozo T ID: 0397690	123 Midway Lane Worcester, MA 01602 DUPLICATE	DOB: 05/07/1979 Former: Funnyman STA,STU	Entry: 04/30/2003
---	--	---	--	-------------------

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



Term LookUp

19/FA|

Ok Cancel Finish Help

4. The student's schedule will display:

STSC - Student Schedule ☆ Save

1 of 1 Student Schedule Val

Term : 19/FA

Section	Location	Status	Creds	Start/End Date	Term
Instructor(s)	Bldg Room	Meth	Days	Start/End Time	Grd Flag
<input type="checkbox"/> MA-150-10	Worcester mai	New	3.00	09/04/19 12/31/19	19/FA
	██████████	TBA	TBA	B TR	11:30AM 12:45P
<input type="checkbox"/> UR-101-03	Worcester mai	New	3.00	09/04/19 12/31/19	19/FA
	L 114	B	MW	12:30PM 01:20P	
<input type="checkbox"/> CM-244-01	Worcester mai	New	3.00	09/04/19 12/31/19	19/FA
	██████████	L 112	B TR	08:30AM 09:45A	
<input type="checkbox"/> CH-120-03	Worcester mai	New	4.00	09/04/19 12/31/19	19/FA
	██████████	S 126	B TR	10:00AM 11:15A	
	ST 417	C M		01:30PM 04:20P	
<input type="checkbox"/> BI-202-02	Worcester mai	New	4.00	09/04/19 12/31/19	19/FA
	TBA TBA	B TR		01:00PM 02:15P	
	ST 306	C T		02:30PM 05:15P	

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