

SPAPERS

SPAPERS contains information such as:

Gender

Age

Citizenship

Marital Status

Legacy

Veteran status

Date of Birth

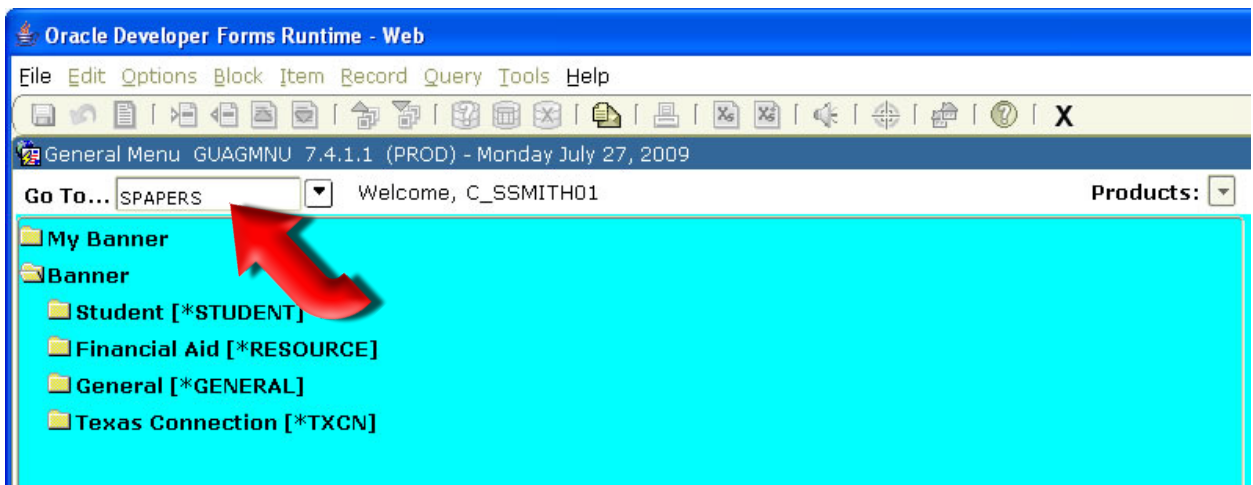
SSN

Ethnicity

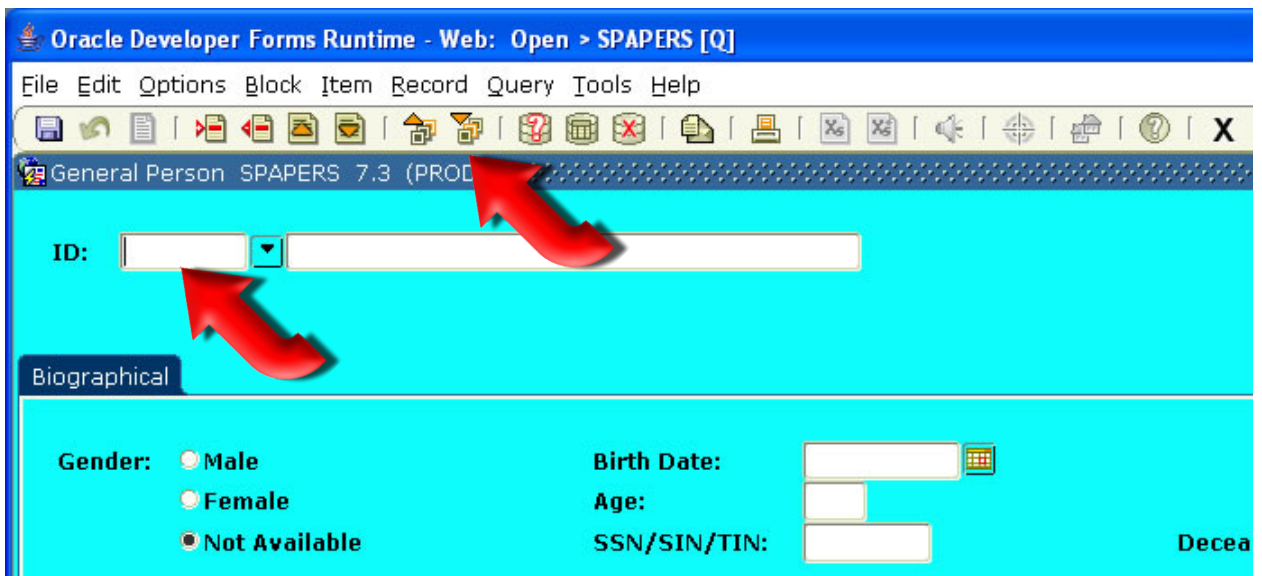
Religion

Confidentiality status

Step 1: Type SPAPERS in “Go to” field then press Enter.

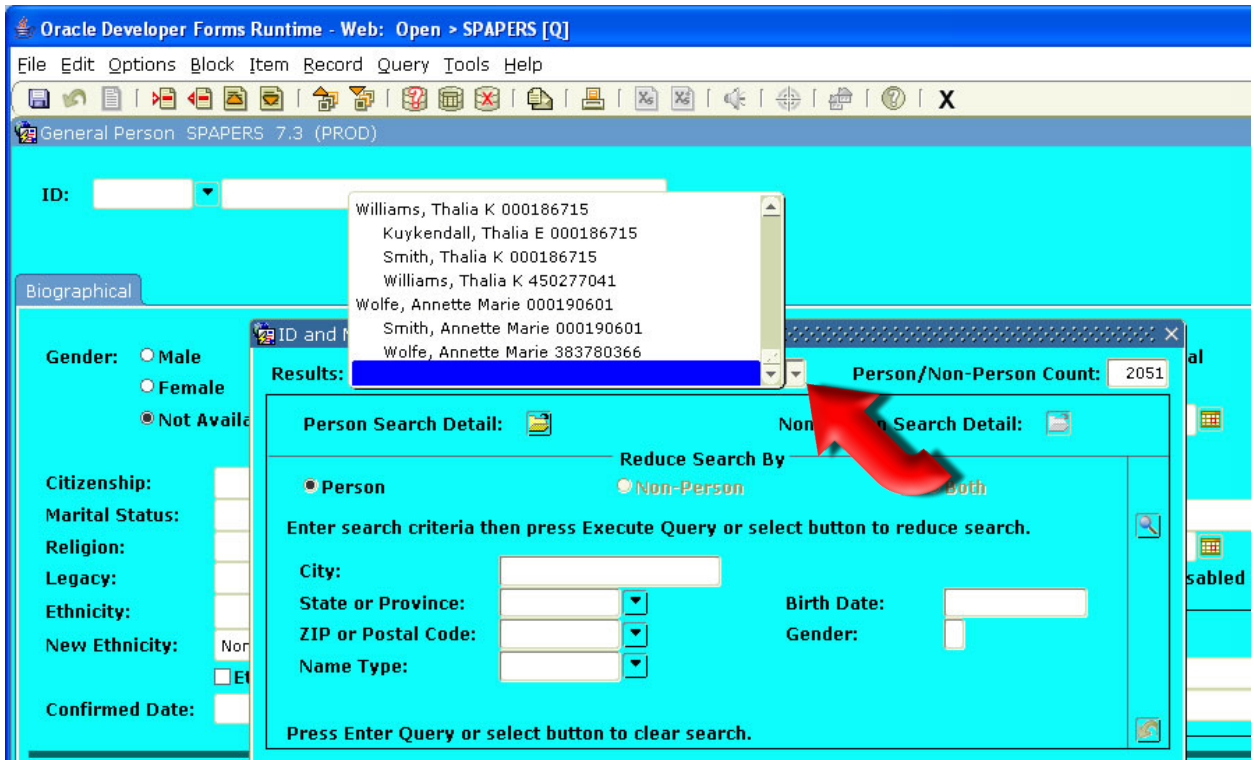


Step 2: Type the student’s ID or SSN number in the “ID” field and then click on the “Next Block” icon to view student’s information.



Note: If the student's ID number is not available you can search using the student's name by clicking in the "ID" field and then tabbing over to the field next to it. There you can enter the student's name in this format: last name, first name and press enter.

If more than one student goes by the same name a box will appear with some search results. Click on the down arrow next to the "Results" field to view the list of students found that matched your search criteria. Select the student you are looking for by clicking on them and then proceed to the next step.



Step3: If you need to view a different student click on the "Rollback" icon and repeat the previous steps. If you are done you can exit the screen by clicking on the black X to close the form.

