Corporate Information Systems

http://www.sussex.ac.uk/its/help/bishelp.php

US
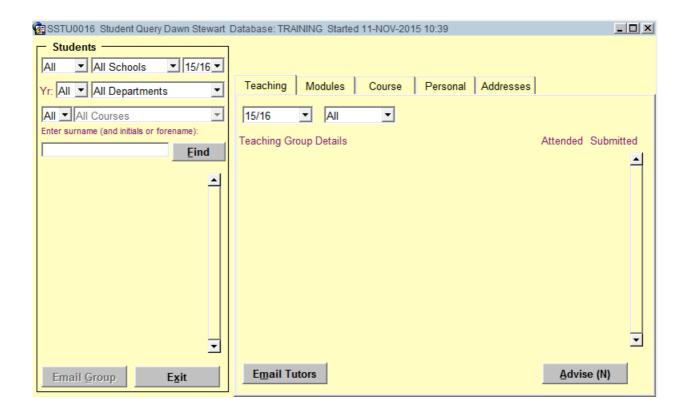University of Sussex

SSTU0016 - Student Query

To search for students

Use the drop-downs in the left-hand panel
    Or
Enter a surname in the 'Enter Surname' textbox, preferably followed by a space and at least one initial, for example:
        WHITEHEAD R

Click Find to view a list of matches

Click on any name to view details. These will appear on the right of the screen

Click on the tabs on the right-hand screen to see 'Course', 'Personal', 'Fee', and 'Addresses' details. Note that your access might be restricted to your particular school.

If you have Student Advisor access, you will see the Advise button at the bottom right of the screen. Advise (N) indicates that the selected student has no Student Advisee information. Advise (Y) indicates that they do.