



How Do I?

View a Student's Summary

PeopleSoft Version 9

1. Sign In to PeopleSoft Version 9 using your **first initial and last name** as your User ID.
Remember to use CAPS when entering your User ID.
2. Select Southeastern SA Data > Southeastern SA Data > Inquire > Student Summary.
3. Choose type of search from the Search by drop down button.
You may search by a University ID, Last Name, or just the beginning of the information you have available. If you search using the beginning of some information (ex: 0175 for a student's University ID), a list will display for you to select from.

Student Summary
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with

[Advanced Search](#)

4. Key in student's information, and click the Search button.
The Student Summary page will display.
5. You may view another Student Summary page by clicking the **Return to Search** button.
6. Remember to Sign Out of PeopleSoft when you have finished your session.

Things to Remember

when viewing a Student's Summary:

- The Student Summary page contains information on students such as: address, phone number, e-mail address, academic program and plan, as well as the student's cumulative and adjusted GPA.
- You may print a Student Summary page by clicking the **Print** button on your web browser tool bar.