

Navigate: Viewing a Student Profile

1. Open the student profile page

- Open a student profile by typing the student name or E Number into the top *Quick Search* bar. Select the appropriate student by clicking their name from the list which drops down from the *Quick Search* bar.

2. Review student profile information

- The student's current major will be displayed below their name in the *Overview* tab. Below the major is a *Major History* drop-down. Click *Major History* to view the student previous or upcoming major.
NOTE: ETSU updates major changes for the upcoming semester, not the current semester.
- The E Number, student classification, and most recent term of enrollment is viewable on the student profile beneath the student name in the *Overview* tab.
- To the left, there are three boxes with actions and information: *Staff Alerts*, *Student Info*, and *Your Success Team*.

The *Staff Alerts* box allows you to message the student, add a note on the student, add a reminder to the student, report on an appointment, and schedule an appointment with the student.

The *Student Info* box provides directory information: E Number, age, date of birth, address, email, home and cell phone numbers.

The *Your Success Team* box lists the student's major advisor, other advisors (veteran, athletic, honors) and the student's instructors and course codes for the current term.

