

Mosaic

Search for A Student

Students

Student Maintenance (Search)

1. From the left-hand navigation bar, click **Students** in the menu on the left.
2. Click **Maintenance**.
3. Set the fields to the applicable search criteria. Click **Advanced Search** for additional fields to assist with your search.

The screenshot displays the 'Student Search' interface. At the top, there is a green header with 'Students > Student Search' and a 'Logout' link. Below the header, there is a search bar with a magnifying glass icon and the text 'Advanced Search'. The search form consists of two columns of input fields. The left column includes: Last Name (text input), POS ID (text input), District ID (text input), Other ID (text input), Grade (dropdown menu), and Status (dropdown menu). The right column includes: First Name (text input), School (dropdown menu), SSN (text input), Active (dropdown menu with 'Yes' selected), and Homeroom (dropdown menu). Below the form are three buttons: 'Reset' (red), 'Add' (green), and 'Search' (blue). At the bottom, there is a table with the following columns: Name, Homeroom, Status, POS ID, District ID, SSN, Other ID, Active, and Schi. The table is currently empty.

4. Click **Search**.
5. Click the Student Name hyperlink or double-click the student name to select and open the Student Maintenance screen.