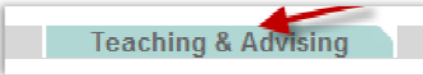


## Faculty How To Guide – Viewing Student Information

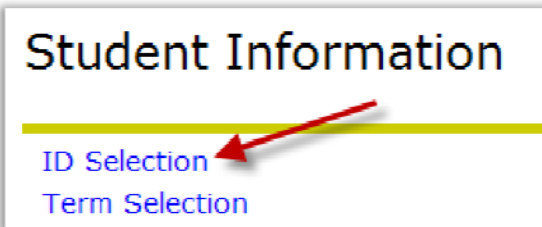
1. Go to My Missouri State (my.missouristate.edu) and enter your User ID and password
2. Click on the Teaching & Advising Tab



3. On the Faculty/Advisor Resources channel, choose the Student Information Menu link



4. On the Student Information Menu, choose ID Selection



5. Select the appropriate term and click Submit.
6. On the Student and Advisee ID Selection screen, under **Student and Advisee Query**, enter the last name and first name of the student. This information is not case sensitive and you may list only a partial name. Choose the radio button **All** for this search. Click on the Submit button.

### Explanation of search types:

**Students**-only searches for students in your courses

**Advisees**-only searches for students on your advisee list

**Both**-searches for students in your courses and on your advisee list

**All**-searches for all students in database

A screenshot of a form titled "Student and Advisee Query". It contains two text input fields: "Last Name:" with "Hornberger" and "First Name:" with "Rob". Below these is a "Search Type:" section with four radio buttons: "Students", "Advisees", "Both", and "All". The "All" radio button is selected. At the bottom are "Submit" and "Reset" buttons. Red arrows point to each of these elements.

7. Choose the appropriate student from the drop down list and click on Submit.
8. You are taken back to the Student Information menu. Any selections you make from here will now relate to the selected student.