Searching eDocs by Student ID

Overview

There are several ways to locate eDocs with limited information. Often the student ID (University ID) is the only piece of information you may have. You can use the advanced search to find any eDocs pertaining to that Student ID.

Steps

Searching eDocs by a Student's University ID

1. Log into one.iu.edu.
2. In the Search box, type "document search" and press ENTER.
3. Click the Document Search (Kuali Rice) task icon.
5. On the Advanced Search page, there are several ways to narrow your search results. You must first select the Document Type.
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- Next to **Document Type**, click the lookup icon.

- In the document type **Name** field, type “SIS” and click **search**. Several document types related to SIS workflow (i.e., SIS.SR.DropCourse, SIS.SR.AddCourse, SIS.SR.GradeChange) will display.
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- Choose the appropriate one for your search by clicking return value in the far left column.
- After selecting a document type, the Student Emplid field will now be displayed.
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Enter the student’s ID into the Student Emplid field.

6. Click search. Only the documents in the document type selected that contain the Student Emplid entered will be returned. The results will display at the bottom of the page.
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Recent and Favorite Searches

2 documents match your criteria.

47755852: Add Class #15946, SPH-W 147, IUBLA, UGRD, University Div Undergraduate, Exploratory Baccalaureate

Document Type: SIS SR Add Course Document
Status: ENROUTE
Initiator: Doc Jane
Date Created: 2/29/2016 4:22 PM
Route Log: View Routing

47656322: Add Class #37545, MUS-Z 120, IUBLA, UGRD, University Div Undergraduate, Exploratory Baccalaureate

Document Type: SIS SR Add Course Document
Status: FINAL
Initiator: Doc Jane
Date Created: 2/25/2016 9:05 PM
Route Log: View Routing