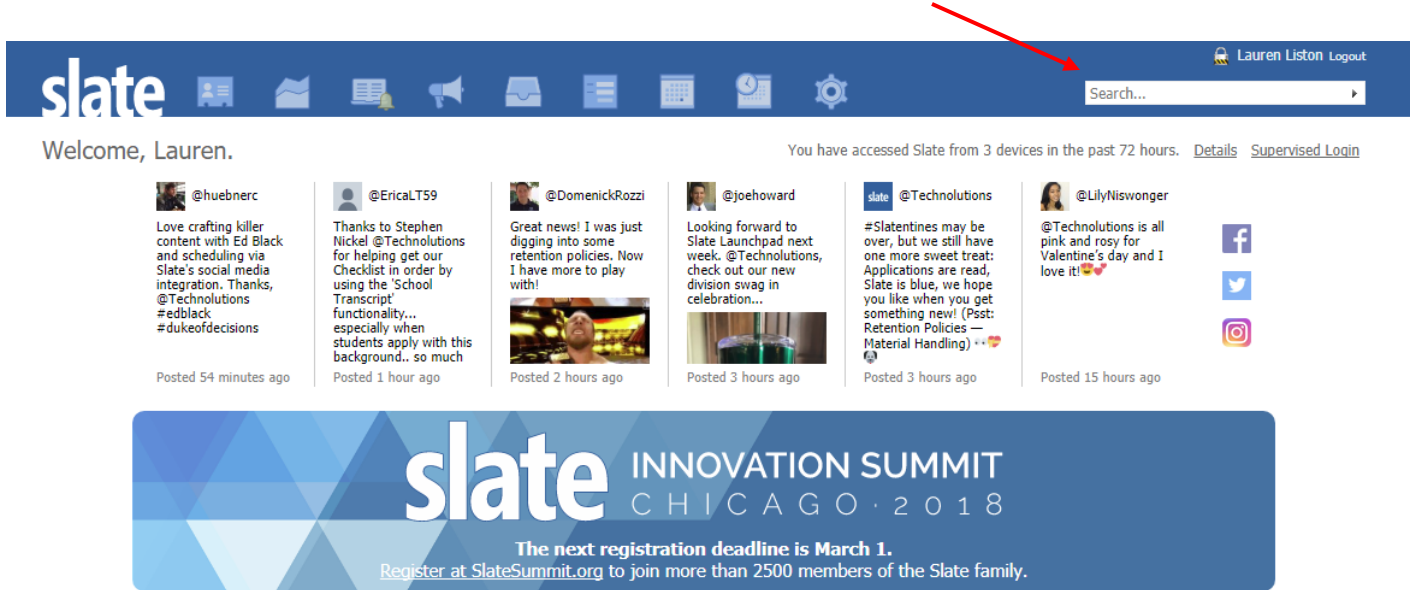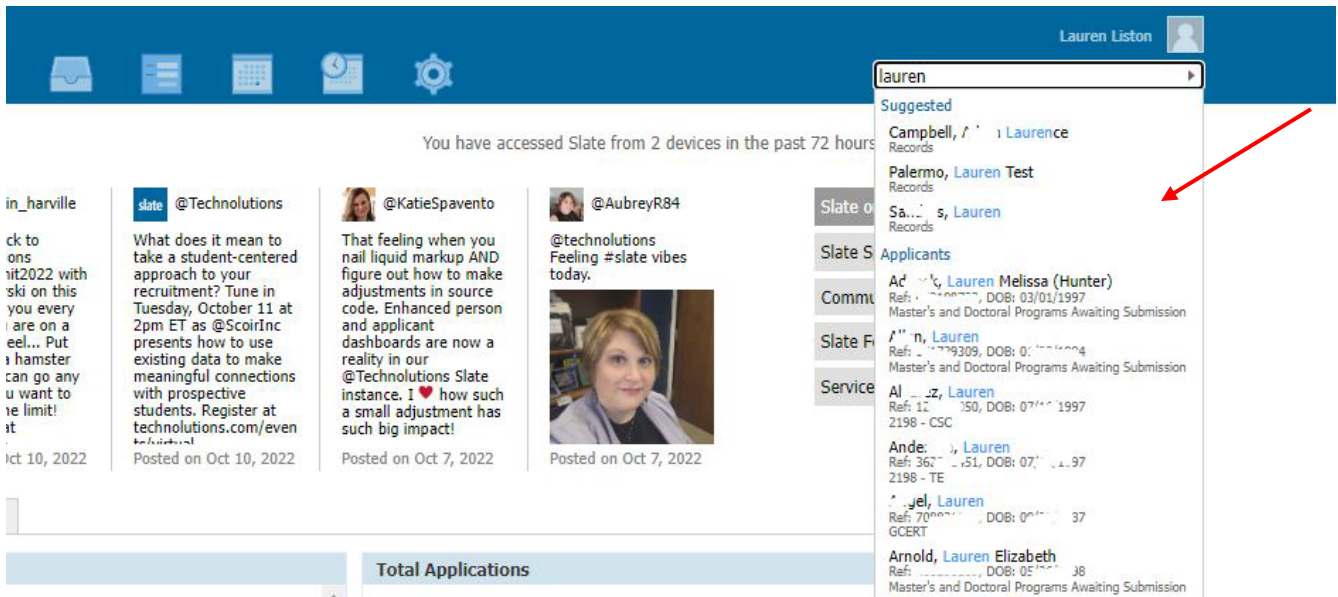**How to Look Up a Record**

To look up a prospect or applicant record, you can enter a name, email, or ID number into the search bar at the top right of the screen:

As you type, results will appear and you can click on the application or person record you need to view.

If you have any questions or need assistance, please contact The Graduate School.