



How Do I?

View Student Bio/Demo Information

PeopleSoft Version 9

1. Sign in to PeopleSoft Version 9 using your **first initial and last name** as your User ID.
Remember to use CAPS when entering your User ID.
2. Select Campus Community > Personal Information (student) > Biographical (student).
There are two search options available: Names or Addresses/Phones.
3. Click on the desired type of search.
You may search by ID (w number), Last Name, or First Name. Be sure to select the appropriate Academic Career from the dropdown menu.
4. Click the **Search** button.
If you have searched by a specific ID number, the results for that individual will display. However, if you have searched by a partial ID number or last name, for example, you will have to select the person about whom you want information from a list that displays by double clicking on his or her name.
5. Remember to sign out of PeopleSoft when you have finished your session