View a Student’s Summary
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 Southeastern SA Data > Southeastern SA Data > Inquire > Student Summary.

3. Choose type of search from the Search by drop down button. You may search by a University ID, Last Name, or just the beginning of the information you have available. If you search using the beginning of some information (ex: 0175 for a student’s University ID), a list will display for you to select from.

4. Key in student’s information, and click the Search button. The Student Summary page will display.

5. You may view another Student Summary page by clicking the Return to Search button.

6. Remember to Sign Out of PeopleSoft when you have finished your session.

Things to Remember when viewing a Student’s Summary:

- The Student Summary page contains information on students such as: address, phone number, e-mail address, academic program and plan, as well as the student's cumulative and adjusted GPA.
- You may print a Student Summary page by clicking the Print button on your web browser tool bar.