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Nova Scotia Student Information System

Nova Scotia Public Education System

# Searching for Students and Staff in TIENET

User Guide

**TIENET**

Revision Date:  
May 21, 2024

There are two ways to search for a student in TIENET (non-classroom teachers):

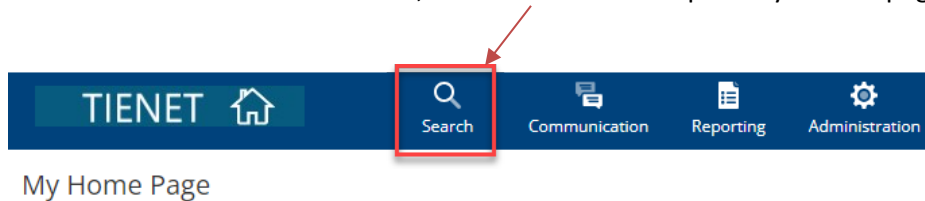
- From the Homepage, enter the student's name or Student ID into the **Search Student** box. Once the results are displayed, click on the **Profile** or **Document** icon to view the student's profile or document library.

Search Student:

▼ Students Recently Worked With

- Dennis, Trevor [24157]
- Richardson, Garrett [24145]
- Gill, Amanda [24150]
- Barrera, Juliet [24130]
- Alston, Aileen [1011]

- Use the **Search** at the top of any TIENET page.
  - To search for a student or staff member, click **Search** at the top of any TIENET page.



- Choose **Students** or **Staff** from the drop-down menu (the list may vary depending on a user's TIENET role/access).
- Fill out the information known and click **Search**. Information must be correct but usually a portion of the last name and/or first name are enough to give adequate search results. You may enter the "%" character to search for all students or staff.

**Students - Quick Search Form**  
Enter one or more fields and click the 'Search' button to find students with the same field information.

ID

Last Name

First Name

Birth Date Between  and  (inclusive)

Gender (N/A)

Grade (N/A)

Include Inactive Student Profiles

**Select Recent Student**

- Dennis, Trevor [24157]
- Richardson, Garrett [24145]
- Gill, Amanda [24150]
- Barrera, Juliet [24130]
- Alston, Aileen [1011]
- Benton, Kermit [59701]
- York, Karina [24126]
- Alston, Candice [60634]
- Inglis, Tuesday [524492]
- Cleveland, Reece [502476]
- Mcpherson, Ruth [24160]
- Gray, September [59686]

- Recently selected students or staff can also be chosen from the **Select Recent Student** on the right side of the page.

**Note:** Staff members who have access to more than one school must first select the correct school from the drop-down menu beside **Your Current Location**. Once the correct school is selected, then click on **Students** or **Staff** under the **Search** menu.

The screenshot shows the TIENET user interface. At the top, there is a navigation bar with icons for Search, Communication, Reporting, and Administration. A dropdown menu is open, showing 'Your Current Location: District Office' with a red box around it and a red arrow pointing to it from the note above. Below the navigation bar, there are tabs for 'Students' and 'Advanced Search'. A search bar contains the text 'Students'. To the right of the search bar is a 'Customize Columns' button. Below the search bar is a 'Students - Quick Search Form' with fields for ID, Last Name, First Name, School, Birth Date (with a date range selector), Gender, and Grade. There is a 'Search' button and a checkbox for 'Include Inactive Student Profiles'. To the right of the search form is a 'Select Recent Student' section with a list of recent students, including 'Dennis, Trevor [24157]'.