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in|SCHOOL
Nova Scotia Student Information System

Nova Scotia Public Education System

Searching for Students and Staff in TIENET

User Guide

TIENET

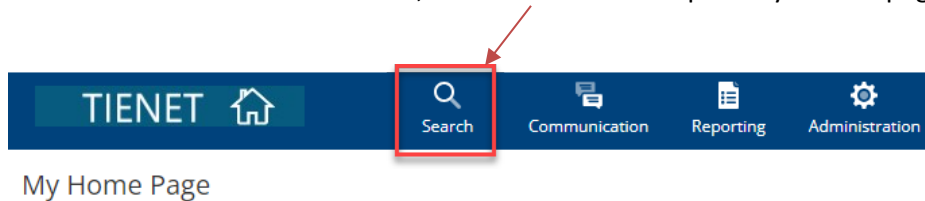There are two ways to search for a student in TIENET (non-classroom teachers):

1. 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: 🔍 type name or ID

▼ **Students Recently Worked With**
- Dennis, Trevor [24157]
- Richardson, Garrett [24145]
- Gill, Amanda [24150]
- Barrera, Juliet [24130]
- Alston, Aileen [1011]

2. Use the **Search** at the top of any TIENET page.

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

TIENET 🏠   🔍 Search   🖥 Communication   📄 Reporting   ⚙ Administration

My Home Page

b. Choose **Students** or **Staff** from the drop-down menu (the list may vary depending on a user's TIENET role/access).

c. Fill out the information known and click **Search**. Information must be correct but usually <u>a portion of</u> 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   **Search**

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]

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

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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.