Accessing a Student’s Contact Details

Overview

- This Quick Reference Guide shows how to see Student’s Contact Details using **Student Assignment** tab in RMU

Work Instructions

To view student’s Enrolment Details please follow the process below:

1. Click the **Student** tab.
   
   **NOTE:** If the school default needs to be changed, click the **magnifying** glass next to the **School** field and follow the prompts to change, search and select the new location.

2. Search for the student by selecting the relevant options from the drop-down list in the **Scholastic Year**, **Student Name** or **Student Group** fields and click **Go**.
3. The following screen shows list of students as per the search criteria.

4. Click on the **Student Name** or any field in that row to see the Device details.

5. Click the Contact Details tab to see the students’ contact details.