



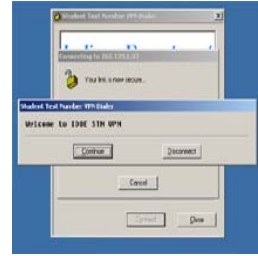
(1) Double Click this Icon



(2) Click on Connect



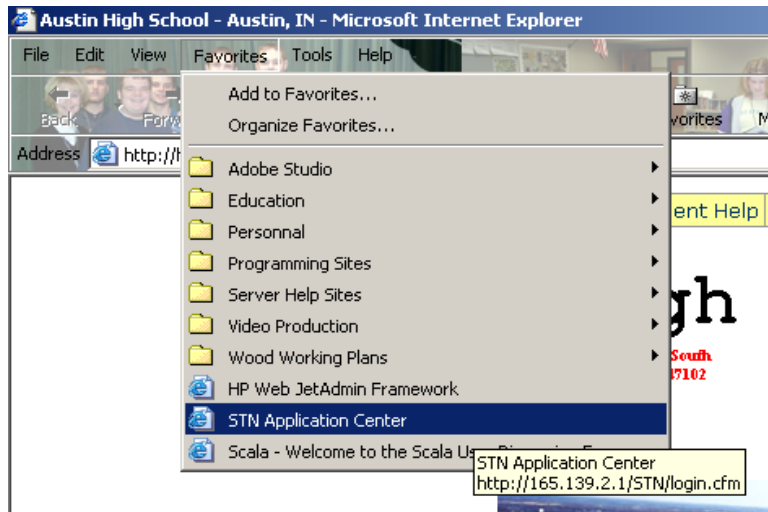
(3) Type in the Password and click o.k.



(4) Click Continue



(5) Open Internet Explorer

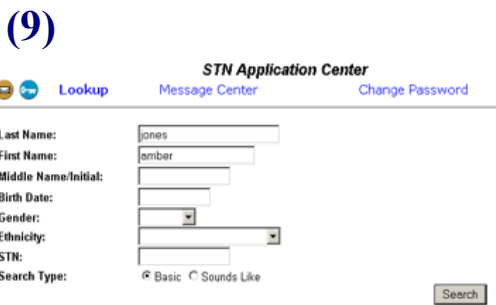


(6)



(7) Type in your user id and password

(8) You are now into the state VPN Site. To do a student lookup click on Lookup



You must fill in at least the last name. Fill in the blanks and Click Search.

The more information you enter the quicker the search process goes.

Retrieved 34 of 34 matching records

| Name | Age | Birth Date | Gender | Ethnicity | Last Known School of Attendance | Last Known School District |
|------------------------|-----|------------|--------|--------------------|---------------------------------|-----------------------------|
| JONES, AMBER ANNE | 15 | 06/01/1987 | Female | White/Non-Hispanic | Blackford High School | Blackford County Schools |
| JONES, AMBER CHRISTINA | 15 | 10/06/1989 | Female | White/Non-Hispanic | Boonville High School | Warlick County School Corp |
| JONES, AMBER D | 16 | 07/29/1989 | Female | Black/Non-Hispanic | Northwest High School | Indianapolis Public Schools |
| JONES, AMBER | 16 | 05/01/1984 | Female | White/Non-Hispanic | West Vigo High School | Vigo County School Corp |

(10)

Select the correct student by clicking their name.

(11)

STN Application Center

[Lookup](#) [Message Center](#) [Change Password](#)

Date: 08/02/2002 **Student Test Number:** 878902567

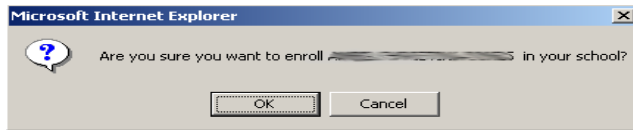
Name: JONES, AMBER CHRISTINA
Birth Date: 10/06/1986
Gender: Female
Ethnicity: White/Non-Hispanic

School Historical Data

Current School: Boonville High School
 300 N 1st St Box 649
 Boonville, IN 47601-3014
Phone: (812) 897-4701 **School Assigned:** 06/17/2002 14:40:21
School Id: 8789

After making certain that you have selected the correct student click the “Assign To My School” Button.

(12)



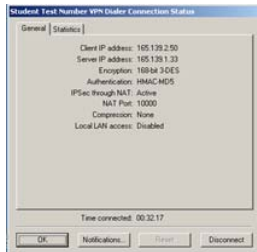
Click o.k. to finish this process. The STN Center will now submit a transcript request to the previous school.

(13)



When you are finished looking up students close Internet Explorer and click on the VPN Dialer Icon.

(14)



Click on the disconnect button.