

Application Xtender

QuickGuide

Logging In

<http://otg-as/appXtender/login.aspx>

Novell Login & Password
Each campus has own password.
Call Records Dept to obtain it.

Selecting Application

- STCP - STCP
- STD-REC - WD/GR/CORETEAM/SPEC.SERV.
- W2S - YEARLY INFORMATION

Double click folder to open Application.

Application Query

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	LAST NAME	tal*
<input checked="" type="checkbox"/>	FIRST NAME	
<input checked="" type="checkbox"/>	MIDDLE NAME	
<input checked="" type="checkbox"/>	DOCUMENT TYPE	*
<input checked="" type="checkbox"/>	DOB	
<input checked="" type="checkbox"/>	SSN	

To search for a student, enter in their last name, first name, DOB and/or SSN, then click Submit.

Double click folder to open student's file.

	LAST NAME	FIRST NAME
	TALIENTE	ISABELLA
	TALBOT	BRIAN
	TALBOT	EMILY
	TALBUTT	RYAN
	TALBERT	MEGAN

Viewing Student Records

You can view the student's records this way. Or....

Click

You can view the student's records this way.

Exiting the program

Click

Short Cuts

Query Results

New Query

Go back to Application List

Click to Exit