**TO ACCESS STUDENT RECORDS IN STUDIO ABROAD**

Go to <http://studyabroad.augsburg.edu/>

In the upper right hand corner there should be this link: LOGIN/REGISTER
Click on this. If you are not already logged into Augnet you will be asked to do so.

You should then be directed to a page that looks like this:



If not, you can click on this icon at the top left of the page:



Select "Admin" and you should get the above screen.

You won’t see all the queries as on this screen, but should see this option:



Click on this and you should see:



**VIEW/PRINT APPLICATIONS**

To view and/or print students’ applications, click on:



It will show you this screen:



You can select any student by clicking on the hyperlinked program title next to their name.

Then you will get this screen:



This is a summary of all the information in their application file.

If you click on the “Print Application” link you will get a read-out of any information included in their questionnaires.

You can either print a paper copy, or if you wish, a PDF copy by changing “Printer Destination” to “Save as PDF.”

**VIEWING REPORTS**

To view registrations, medical forms and internship/fieldwork applications, scroll down on this page, and you will see:



**VIEW REGISTRATIONS**

You should see:



Clicking on this should show you all the students' registrations. Then you will not have to wait for me to send this information to you! It will create a real-time report so any additions since the last time you looked at it will be there.

**VIEW HEALTH/MEDICAL REPORTS**

Click on in the following report in the Shared Reports.



**VIEW EMERGENCY CONTACTS**



**About tripcodes:**

Each semester I will create the same reports and share them with you. You can tell which semester by the final three digits of the tripcode: CAS17 = Central America Spring 17

Next fall it will be CAF17, then CAS18, etc.