**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 of the queries as on that screen, but click on this link and you will see your program queries:



**VIEW/PRINT APPLICATIONS**

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



Or



It will show you a screen that looks like this:



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.”

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 these 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 reports in the Shared Reports.





**VIEW INTERNSHIP APPLICATIONS**

Click on in the following reports in the Shared Reports.





**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:

MXS17 = Mexico (MGE) Spring 17

SWK17 = Social Work 17

Next fall it will be:

MXF17 = Mexico (both programs) Fall 17

Spring 2018 I will be:

MXS18 = Mexico (MGE) Spring 18

SWK18 = Social Work Spring 18

EDU18 = Education Spring 18

(There is a chance I may merge Education and MGE as I do CB and IB, depends upon how the Education program is budgeted and if we need to keep it separate from MGE)