



AIM QUICK FIXES



Student Locator Functionality

SCENARIO: Student enrolls in district - unable to locate student using the Student Locator.

FIX: Try multiple solutions to locate student.

From the **Index**, select **Student Information** and click Student Locator.

Enter the student's *Last Name*, *First Name* and *Gender*.

Click **Search**.

If the **Student Locator** shows *No matches found*, try the following:

If the student has been previously enrolled in a MT school and you are unable to locate the student, please call OPI AIM Help at 1-877-424-6681 or 444-3800 for assistance.

- ✓ Try the student's legal name or a nickname;
- ✓ Vary the gender;
- ✓ Try another last name (mom's last name, step-father's last name, a hyphenated name, etc);
- ✓ Reverse the order of the first and last name;
- ✓ Try using first and middle name (or initial) in the first name field.