

Please note that there are multiple ways to search for a student depending on your roles and relationships. For the simplicity of this guide, it will demonstrate three ways

Step 1: Go to the <u>NSC website</u> and click the Login icon at the top right hand of the screen.



Step 2: Log in with your NSHE Number (student number) and Password

NEVADA STATE COLLEGE
Sign In
NSHE/NSC ID
Password
LOGIN
Forgot Password First Time Users Need Help?
Terms of Use: By logging into myNSC, you agree to abide by the <u>NSHE Computing Resources Use Policy.</u>
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Step 3: Click on Apps

% QuickLaunch 🗢					
FAVORITES					
PeopleSoft					
🛞 WCOnline					
🛞 KBox Support Portal					
	Manage Favorites	+Add			
LAUNCHPAD					
OUICK LINKS					
🛞 Email (Office 365)					
Faculty Center					
🛞 Files					
Online Courses (Webcampus/Canvas)					
Refer Student to the Student C.A.R.E. Team	Refer Student to the Student C.A.R.E. Team				
Refer Student to Student Conduct					
🔘 Scorpion Card					
Survey Tool/Qualtrics					
Workday					
+ APPS					
+ FACULTY CENTER					
+ HUMAN RESOURCES					
+ LIBRARY	+ LIBRARY				
+ PEOPLESOFT					

Step 4: Click on **Scorpion Success Network**. You can drag the Scorpion Success Network to your favorites section of the Quick Launch Section.





Step 5: Click on the three lines on the left side of the screen



Step 5: Click "Students" as shown below

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	ŧ	Home	
		Appointments	~
(*	Students	v
	≞	Services	
	\$	Admin	

Step 6: You can search a specific student by searching by **Name** or **NSHE** Number by the two images below

■ Scorpion Success Network	Q Search for Students	
MY STUDENTS	TRACKING	ATTENDANCE
To-Do Kudos to Success Plan	Message Note Ownload	
Search	Connection Term	Additional Filters
Student Name, Username, or ID Go	All My Students	Add Filters

Step 6A: Another way you can search for a student is through **Connection** drop down menu This can help you find the student that you currently have a **connection** with, such as being part of your classroom for the semester or other reasons that would mean an ongoing connection.

Step 6B: You can also search for a student through the **Term** drop down menu, if you would like to search a specific semester.

