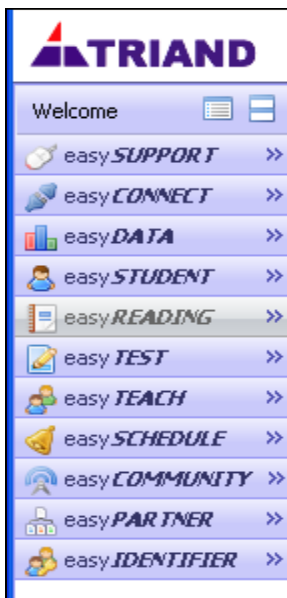
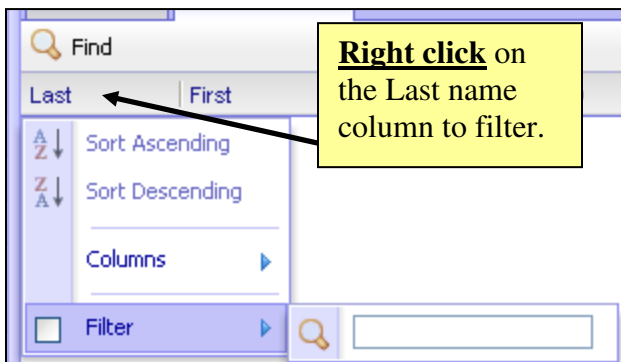


Getting Student/Teacher IDs

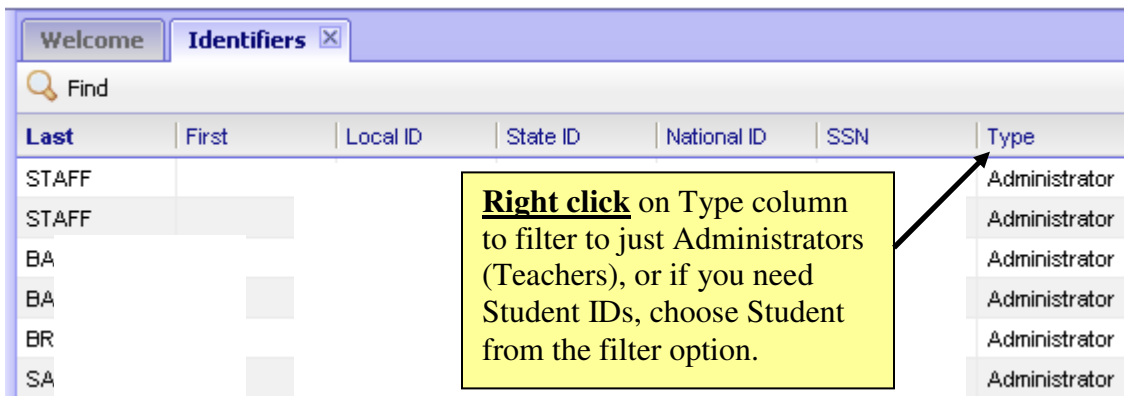
Many times a teacher needs to get their ID from Triand to register for IDEAS staff development program with AETN. You can do a quick search for both student and teacher IDs with the Identifier Module. Click on the double arrows >> next to the Identifier menu to expand it.



Right click on the last name column to filter. Begin typing the last name or beginning letter of the last name. Triand will begin to filter very quickly. This will bring up a list of students, teachers, and parents in the system with the same last name, or same beginning of the last name.

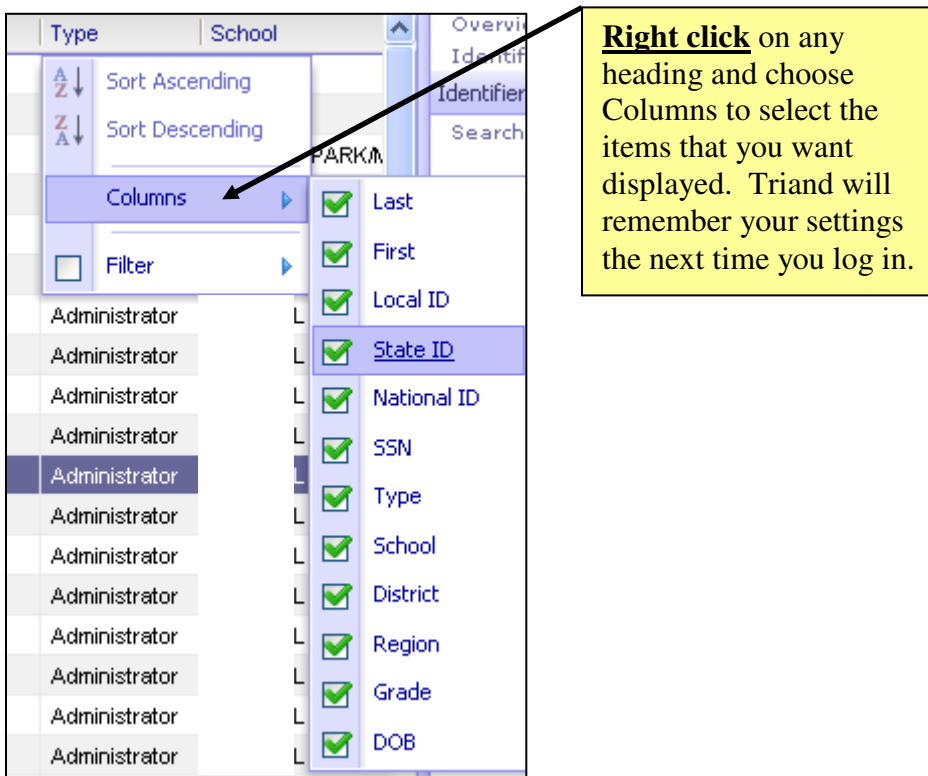


Right click on Type to filter it to just teachers, which Triand displays as Administrators.



Last	First	Local ID	State ID	National ID	SSN	Type
STAFF						Administrator
STAFF						Administrator
BA						Administrator
BA						Administrator
BR						Administrator
SA						Administrator

The Triand ID is not displayed by default, so **right click** on any column and choose Columns. Add any additional information that you wish to be displayed and Triand will remember your settings.



You can use the Excel download button to automatically download this information to an Excel spreadsheet. The Adobe button will create a PDF file that can be printed or saved.



Check <http://www.triand.com> for more product specific manuals within the Help documentation area.