Search for possible award candidates and view a list of their award history

**Sections:**
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### Step 1: Student Search

1. Click on the **Student Search** link
Step 2: Search for one or multiple students

1. **Text Field Entries**: If you know all or part of the Last, and/or First name, or the full CS Emplid you can enter them in this area
2. **Drop-Down Options**: You can select one or multiples in any or all of the lists to narrow down your search
3. **Click on Search**

Step 3: Search Results

1. **Export**: the search list will be export (filters will not reduce the list exported)
2. **Sort**: All non action fields are sortable – Click on the Name of the field or the arrow to the right of the name. Double click to change to descending order
3. **Filter**: The table will dynamically display results based on key words entered in the filter box.
Step 4: View Student Profile

1. **Print:** Your computer default print setting will be triggered
2. **Close:** will return you to your search

Filter within the search results. The table will dynamically display results based on key words entered in the filter box.