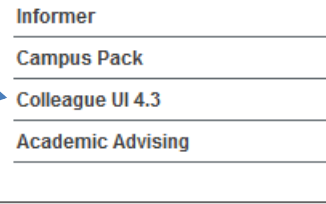


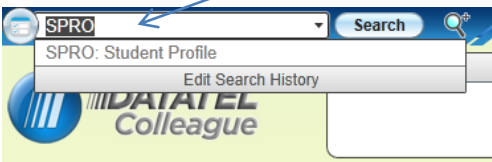
## Datatel Help: Finding a Student's ID Number

### 1. Sign into Datatel Colleague 4.3

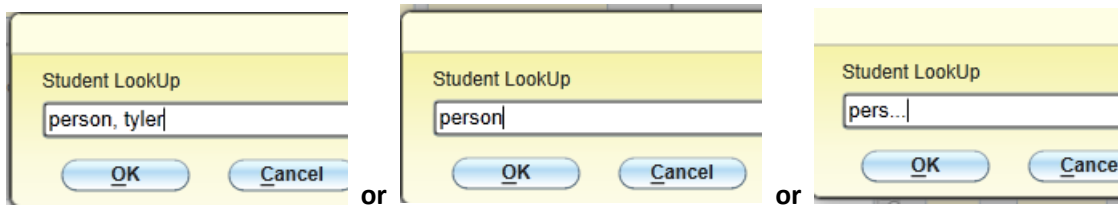
- Sign into myRoanoke
- Click on "Colleague UI 4.3" on the right hand menu
- Problem? E-mail [support@roanoke.edu](mailto:support@roanoke.edu)



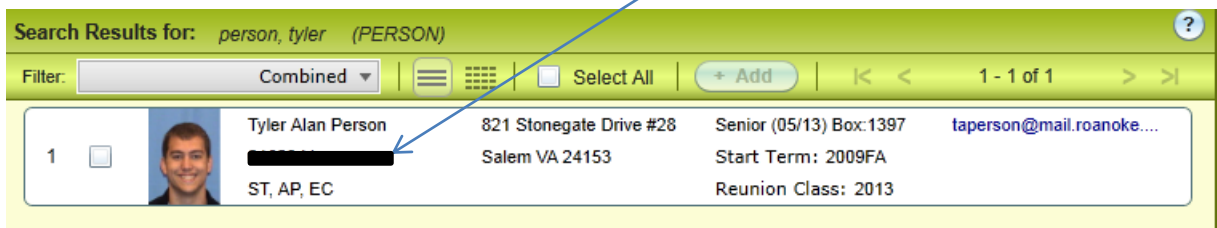
- Go to any screen that allows you to look up a student's name. To get to a screen, type the three or four letter mnemonic into the search bar at the top and click "Search" or hit "Enter." A helpful screen is SPRO (Student Profile).



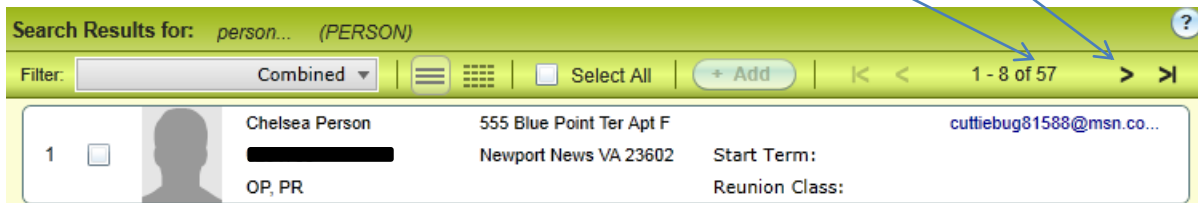
- Type in the student's name, last name, or portion of last name followed by... Click "OK."



- If you're lucky, the right student will pop up. The student ID appears just below the student name.



- If there are multiple people with the same name/last name, you will need to scroll through the pages to find the right student. The total number of matches appears here. Use this arrow to scroll to the next page. (Tip: current students usually have pictures!).



- To look up another student, click outside the results box and enter a new name.