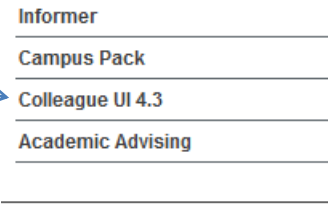


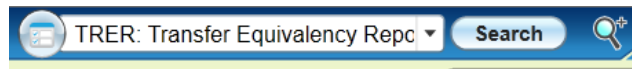
Datatel Help: Finding a Student's Transfer Equivalencies

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



2. Type TRER into the search bar at the top and click "Search" or hit "Enter."



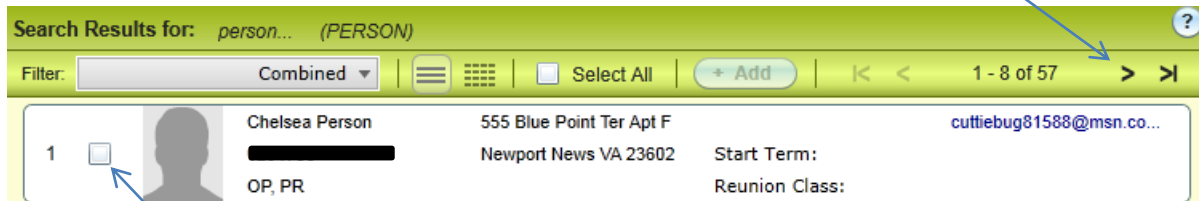
3. Complete the top of the page as it appears below:



4. Type in the student's RC ID, name, last name, or portion of last name. Click Enter.

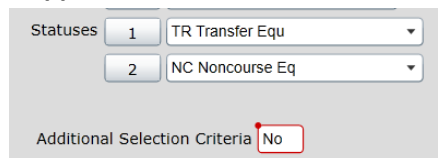


5. If you're lucky, the right student will pop up. If there are multiple people with the same name/last name, you will need to scroll through the pages to find the right student. Use this arrow to scroll to the next page. (Tip: current students usually have pictures!)




6. Once you have found the right student, choose that student by either double-clicking within that box or by clicking the check box at the left AND clicking "Open" at the bottom of the window.

7. Complete the bottom of the page as it appears here and then click SAVE at the top of the page.



8. Change Output Device to "H" (Hold Output):



9. Click SAVE twice. You may need to click "FINISH." The Transfer Equivalency Report should appear. To print, click "Export PDF"  at the top and then .